

**CODEX (INDIA)**

---

**Procedural Manual for the  
Codex India**  
First edition

**Ministry of Health and Family Welfare  
Government of India**

---

## CONTENTS

---

### **Introduction**

#### **Section-I-NCCP**

- Location and contact details
- Organisational structure and facilities
- Roles and responsibilities

#### **Section-II-NCC and Shadow Committees**

- TOR and Membership
- Procedures

#### **Section-III-Delegation and delegation management**

- Selection of leader and members
- Responsibilities of leader of delegation
- Code of conduct for participation
- Debriefing format

### **Annexures**

- |   |     |
|---|-----|
| -Composition of NCC   | I   |
| -Composition of Shadow Committees   | II  |
| - Strategic approach to securing cooperation and assistance from international agencies | III |
| -Codex organogram-Joint FAO/WHO Food Standards Programme                                | IV  |
| -Codex Procedure for elaboration of standards and related texts                         | V   |
| -Understanding Codex texts  | VI  |

---

## INTRODUCTION

---

The Procedural Manual of the Codex India is intended to guide the secretariat of National Codex Contact Point (NCCP) to effectively manage the work of Codex (Joint FAO/WHO Food Standards Program) in India. The Manual is particularly useful for Chairs and Members of the NCC and its Shadow Committees to appreciate their roles and responsibilities in contributing to the work of Codex in India. It will also be useful to the Leader and Members of delegation from India in presenting India's position to the meetings of Codex.

The Manual consists of three sections.

Section I sets out the Codex (India)'s location, facilities, roles and responsibilities and other internal procedures for strong liaison with Codex Secretariat and host countries. It also elaborates the procedure for consultation with international agencies, regional bodies and other Codex Members so as to consolidate India's position in the Codex Alimentarius Commission (CAC) and its Subsidiary bodies.

Section II primarily deals with guidelines for the efficient and smooth operation of National Codex Committee of India and its Shadow Committees. It describes the procedure of nomination of Chairs of the Shadow Committees, Chairpersons' responsibility, consultative processes and formulation of positions and linkages with relevant agencies for the purpose of harmonisation of standards.

Section III entitled "Delegation and delegation Management" outlines the procedure for selection of the Leader and Members of National delegation from India, NCCP briefing of delegation leader/members, Travel Arrangements, Delegation Leader's responsibilities, code of conduct for participation in the Codex meetings and debriefing.

This First Edition of the Procedural Manual of the Codex India has been developed under the Technical Cooperation Project (TCP) on "Strengthening the National Codex Committee (TCP/IND/0067 (A))" funded by the FAO. Further information concerning the NCCP(India), NCC and its Shadow Committees and India's work in Codex may be obtained from :-

**Liaison Officer**  
**National Codex Contact Point**  
**Directorate General of Health Services**  
**Nirman Bhavan**  
**New Delhi-110011**  
**fax: 091-11-3014960**  
**Email: [codex-india@nb.nic.in](mailto:codex-india@nb.nic.in)**

or

**from the Codex India web site:**  
**[www.codexindia.nic.in](http://www.codexindia.nic.in)**

or

**through on line training: User's Manual on Codex-a contemporary approach to food safety and quality.**

**SECTION I****Location of NCCP****Contact details****Organizational structure****Roles and responsibilities**

---

**CONTENTS OF THIS SECTION**

India enrolling as a Member of the Codex Alimentarius Commission, a joint body of FAO/WHO formulating standards of food at international level in the year 1970, the NCCP was established in the year 1971. Since then it has been keeping liaison between Govt. of India and the Codex Alimentarius Commission. Till date there has not been any set procedure for functioning of the NCCP in India.

Location of the NCCP describes the Ministry in the Govt. of India holding the office of Codex India. Contact details have been provided so as to enable each and every stakeholder to have easy access to the office of Codex India.

The roles and responsibilities of NCCP stipulate the expectations from Codex India by the national stakeholders and international/regional agencies including the secretariat of the CAC and host countries enabling India to play a meaningful role as a Member of Code Alimentarius.

---

### 1. Location of Codex India (NCCP)

Since the year 1970, India has been a Member of the Codex Alimentarius Commission (CAC), a joint body of FAO and WHO formulating standards of food articles at international level. The Ministry of Health and Family Welfare [<http://www.mohfw.nic.in>] dealing with the program of food quality and safety at national level under the ambit of the legislation called Prevention of Food Adulteration Act, 1954 [PFA Act-<http://mohfw.nic.in/pfaact.pdf>] has therefore designated a National Codex Contact Point (NCCP-India) for liaison with the CAC. The National Codex Contact Point has been functioning since 1971. The Program Officer in-charge of the program of food safety and quality designated as Assistant Director General (PFA) in the Directorate General of Health Services is the Liaison Officer-cum-Codex Contact Point in India. His contact details are :-

**Liaison Officer**  
**National Codex Contact Point**  
**Directorate General of Health Services** [<http://mohfw.nic.in/dghsindex.htm>]  
**Nirman Bhavan**  
**New Delhi-110011**  
**Fax: 091-11- 3014968**  
**Email: [codex-india@nb.nic.in](mailto:codex-india@nb.nic.in)**  
**Web site : [www.codexindia.nic.in](http://www.codexindia.nic.in)**

### 2. Organizational structure, facilities

- The Liaison Officer is assisted by one Deputy Assistant Director General (PFA) along with supporting staff to handle the work of Codex India.
- A discreet e-mail address [codex-India@nb.nic.in](mailto:codex-India@nb.nic.in) has been set up for smooth and quick “to and fro” communications with the stakeholders.
- A National Codex Resource Centre (NCRC) has been set up having access to direct STD connections, fax, copier, computers with printers and net work connection for building up exclusive contact with the stakeholders. The centre has also been functioning as a Codex library, which is open to the stakeholders for consulting Codex documents, India’s participation reports in the meetings of Codex etc.
- A Codex India web site has also been designed to ensure transparency in the work of NCCP and the NCC as well as to enable all the interested stakeholders to get updated information on the subjects concerning progress of Codex work in India.
- A number of Regional Codex Support Centres (RCSC) have been identified in different zones of the country to liaison with the various stakeholders in the respective regions and take into consideration their requirements/views on various Codex documents for passing it on to the NCCP (I) so as to reflect the same in India’s views in Codex forums.

The details contact location of NCRC:  
National Codex Contact Point  
Directorate General of Health Services  
Nirman Bhavan, A-wing, fifth floor, Room No.526  
New Delhi-110011  
Fax: 0-91-11-3014968  
Email: [codex-india@nb.nic.in](mailto:codex-india@nb.nic.in)

### 3. Core Functions of NCCP (India): -

Keeping in view the functions entrusted to the Codex Contact Points as outlined in the Codex Procedural Manual, the NCCP (India) has to undertake following core functions: -

- Act as the link between the Codex Secretariat and India;
- Keep liaison with host countries of Subsidiary bodies/Task Forces functioning under the CAC;
- Coordinate all relevant Codex activities within the country;
- Receive all Codex final texts (standards, codes of practice, guidelines and other advisory texts) and working documents of Codex Sessions and ensure that these are circulated to those concerned within the country;
- Send comments on Codex documents or proposals to the CAC or its Subsidiary bodies and/or the Codex Secretariat within the time frame;
- Work in close cooperation with the National Codex committee. The National Codex Contact Point acts as the liaison office to coordinate with the other concerned government Departments (at central and state level), food industry, consumers, traders, research and development Institutions and academia to ensure that the government is backed with an appropriate balance of policy and technical advice upon which to base decisions relating to issues raised in the context of the CAC and its Subsidiary bodies;
- Set up an adequate and effective information management system for the collection, dissemination and exchange of information on Standards and other related texts adopted by the CAC, and those under elaboration, across all relevant parties (government agencies, industry groups, research institutes, academia and consumers). This improves broad consultation so as to ensure that India's positions and interests are fully considered in the development of effective inputs to the international Standards. This also results in more effective dissemination of information on the adopted international Standards for the utilization of the regulators, for the application by the industry, and education of consumers;
- Receive the invitation to Codex sessions and inform the relevant Chairpersons and the Codex Secretariat of the names of Indian delegations;
- Maintain a library of Codex final texts;
- Promote Codex activities throughout the country.

### 4. Responsibilities of NCCP (India): -

In discharging the above activities the NCCP (India) has been shouldering the following responsibilities:

1. Providing secretariat to the National Codex Committee (India);
2. Act as the contact point for the country for maintaining liaison with the CAC and its Subsidiary bodies/Task forces elaborating international food standards;
3. Collect, procure and analyze data for elaborating international food standards with the CAC;
4. Keep track on international food standards work and give comments and data to ensure that international food standards elaborated are practicable to local manufactures and not to hinder exportation of food products from India;
5. Do the study and research work to solve any problem resulting from the elaboration of international food standards;
6. Encourage food manufactures to improve quality and hygiene management to meet requirements of international food standards;
7. Ensure dissemination of information of food standards and food laws to manufacturers, exporters and concerned organizations.

**4A Web site management and maintenance-** The Codex India Web site for providing information to all the interested stakeholders on management of Codex work in India should display the following:-

- ❖ Site Map
- ❖ A preamble
- ❖ About Codex
- ❖ Codex Meetings
- ❖ FAO/WHO Experts Committees and Consultations
- ❖ Key issues in Codex
- ❖ NCCP-India
- ❖ National Codex Resource Centre
- ❖ National Codex Committee
- ❖ Shadow Committees of NCC
- ❖ Who's Who-giving the detailed contact address of the members of the NCC/Shadow Committees
- ❖ Working procedure of Codex India based on the Procedural Manual
- ❖ User's Manual on Codex- a contemporary approach to food safety and quality
- ❖ Linkages outlining the contact details of the concerned stakeholders
- ❖ What's new in Codex India
- ❖ "Contact us" outlining the contact details of Codex India
- ❖ "Feed back format" inviting the interested stakeholders/general public to offer their suggestion on improving the codex activities in India.

The NCCP should maintain this web site and update the contents from time to time

#### **4B Equipment maintenance**

- ✓ The NCCP should ensure that all the computers/photocopier/telephones/fax have been functioning properly day to day basis and Internet connectivity to the computers for 24 hours is ensured throughout the year.
- ✓ Supplies of photocopy papers, ink cartridges CD and floppies are checked on a weekly basis and fresh stock is ordered well in advance.
- ✓ Annual maintenance contract for the computers and photocopiers are maintained and renewed on time
- ✓ Latest software are loaded in the computer, registered and updates downloaded as they appear.

#### **4C Access to Codex texts**

In order to enable NCCP (India) to discharge its responsibilities efficiently, smoothly and in consonance with the procedures elaborated in the Procedural Manual of the Codex Alimentarius Commission, all officials of NCCP must have access to the following documents for consultation whenever needed:-

- ✓ The publication entitled "UNDERSTANDING THE CODEX ALIMENTARIUS"
- ✓ Procedural Manual of Codex Alimentarius Commission [Latest edition];
- ✓ Reports of past sessions of Commission;
- ✓ The Strategic Framework of the CAC and the Medium Term Plan;
- ✓ Reports of all General Subjects Committees referred to as "horizontal committees"
- ✓ Reports of all Commodity Committees referred to as "vertical committees"
- ✓ Reports of past sessions of Regional coordinating Committee for Asia;
- ✓ Reports of those ad hoc intergovernmental Task Forces which are crucial to India's interest;
- ✓ Codex (India) Procedural Manual
- ✓ Thirteen Volumes of publications on Structure of the Codex Alimentarius as detailed below:-
- ❖ Volume 1A-General Requirements
- ❖ Volume 1B-General Requirements (food hygiene)
- ❖ Volume 2A-Pesticide residues in foods (general texts)
- ❖ Volume 2B-Pesticide residues in foods(maximum residue limits)
- ❖ Volume 3-Residues of veterinary drugs in foods
- ❖ Volume 4-Foods for special dietary uses (including foods for infants and children)

Codex India Section I Procedural Manual

- ❖ Volume 5A-Processed and quick-frozen fruits and vegetables
- ❖ Volume 5B-Fresh fruits and vegetables
- ❖ Volume 6-Fruit juices
- ❖ Volume 7-Cereals, pulses(legumes) and derived products and vegetable proteins
  
- ❖ Volume 8-Fats and Oils and related products
- ❖ Volume 9-Fish and fishery products
- ❖ Volume 10-Meat and meat products; soups and broth
- ❖ Volume 11-Sugars,cocoa products and Chocolate and miscellaneous products
- ❖ Volume 12-Milk and milk products
- ❖ Volume 13-Methods of analysis and sampling
  
- ✓ Reports of Joint Expert Committee of FAO/WHO on Food Additives and Contaminants;
- ✓ Reports of Joint Expert Committee of FAO/WHO on Pesticide Residues;
- ✓ Reports of Joint FAO/WHO Expert on Microbiological Risk Assessment in food;
- ✓ The Agreement on the Application of Sanitary and Phytosanitary Measures and the Agreement on Technical Barriers to Trade
- ✓ Code of Ethics for International Trade in Food
- ✓ Reports of Recent Experts Meetings and Consultations :-
- 1995:  
Joint FAO/WHO Consultation on Risk Assessment and Food Safety
- 1996:  
Joint FAO/Who Consultation on Biotechnology and Food Safety
- 1997:  
Joint FAO/WHO Consultation on the Application of Risk Management to Food Safety  
Joint FAO/WHO Consultation on Food Consumption and Exposure Assessment of Chemicals
- 1998  
Joint FAO/WHO Consultation on the Role of Government Agencies in Assessing HACCP  
Joint FAO/WHO Consultation on the Application of Risk Communication to Food Standards and Safety matters.

**4D Maintenance of Codex texts-** The NCCP should maintain all relevant Codex texts in the library of National Codex Resource Centre with proper indexing and coding. One official should be put in charge of these documents which should be accessible to the interested stakeholders as reference in the reading room of the National Codex Resource Centre. Borrowing facilities for these documents could also be provided to the interested stakeholders for a period of two weeks after maintaining proper record.

**4E Document Distribution**

Codex documentation includes:

- provisional agendas & invitations to attend Codex meetings (CXs)
- Committee (agenda) papers (CXs)
- request for comments (CXs and CLs)
- delegate registration forms and hotel information
- Circular Letters (CLs)
- additional Committee papers or Conference Room Documents (CRDs)
- additional commission papers (LIMs)
- reports of meetings (ALINORMs)
- working group papers
- delegation reports
- NCC and Shadow Committee agenda and minutes
- additional information papers (INFs)



**4.F Documentation****Document Register**

Codex India/CODEX/codex database.xls (Excel file in computer)

Every document relating to Codex should be listed with document number/subject and date of its receipt in the office of Codex India

**Departmental Files**

Officials of Codex India shall maintain files for each Codex Commission/ Committees/ Task Force and other events or topics of significance to Codex. The officer currently working on the topic/ Committee should retain files for current sessions. Previous files should be located in the record under the appropriate file number(see “File List”).

**Electronic Directory in the Computer**

The Directory should be numbered as Codex India/CODEX[Committee]/[session]

(i.e. for the 11<sup>th</sup> Session of the CCGP to be held in the year 2003, go to Codex India/CODEX/GP/11gp03

**Documents Sent by Codex Contact Point E-mail Folder**

Lever arch folder labelled “Documents sent by Codex Contact Point E-mail” retained by the concerned official in the office of Codex India.

**E-mail Covering Letter Template**

Codex India/Templates/email template.doc

**E-mail Invitation Covering Letter Template**

Codex India/Templates/E-mail Invitation Covering Letter Template.doc

**Folder Name Tag Template**

Codex India/Codex/folder.doc

**File List** Codex India/ADMN/File List.xls (Excel File)

**Guidelines for delegates Attending Meetings of Codex Commission/Committee and Ad Hoc Intergovernmental Task Forces**

Codex India/Delegation information/Delegation handbook

**Indian Comments Cover Letter Template**

CodexIndia/Templates/Indian comments Cover Letter Template.doc

**Indian Delegation Notification**

Letter to the Host Government and copied to the Codex Secretariat in Rome notifying them of the Indian Delegation. Electronic document located in each Committee folder under the previous session, within the “Directory”

**Brief Template**

Codex India/Codex/brief template Codex Committee

**Mailing Labels**

Codex India/ADDRESS/Committee\_Labels. Doc

**Post Covering Letter Template**

Codex India/Templates/Letter template.doc

**Windows Explorer**

Located on the computer’s “Start” menu (bottom left hand corner) under “Programs”

**4.G Procedure-Receiving, Savings, Printing, Filing and Recording Documents****4.G.1 Receiving Codex Documents**

**4.G.1.1.**Codex documents are distributed from Codex Contact Points and the Codex Secretariat in Rome by mail, and posted on the Internet. Accordingly the sources listed below should be checked to receive documents.

## Manual

- ♦ Codex In-tray  
This should be checked daily for documents that are distributed in hard copy format.

## Electronic

- ♦ Codex Contact Point e-mail  
Daily check be exercised for new documents distributed from Codex Contact Points and the Codex Secretariat in Rome via e-mail
- Codex Alimentarius Website  
Reports: <http://www.codexalimentarius.net/reports.asp>  
Standards: <http://www.codexalimentarius.net/standard list.asp>  
Timetable: <http://www.codexalimentarius.net/current.asp>

**4.G.2 Saving Electronic Documents**

A new folder should be created for each Session of a Codex Committee/Task Force. To create a new folder, open up “Windows Explorer”. Select ‘File’ from the top menu bar, then click on ‘New’, and select ‘Folder’. Name the new folder including the session number, Committee acronym (omitting CC) and the year that the meeting is being held (e.g. the folder for the 11<sup>th</sup> Session of CCGP held in 2003 should be named: 11gp03).

**4.G.2.1** Save documents received electronically into the “Directory”. Ensure that the document is saved under the Committee/Task Force (i.e. ‘GP’) and Session folder (i.e. ‘11gp03’) relevant to the document, as indicated in the document’s title and reference code (located in the top right hand corner of the document).

Examples of document reference codes:

CX/FICS 03/2 (‘CX’ = document type, ‘FICS’ = Committee/Task Force, ‘03’ = Committee/Task Force year, ‘2’ = paper number)  
 CL 2002 – 26 / FICS (‘CL’ = document type, ‘2002’ = Committee/Task Force year, ‘26’ = paper number, ‘FICS’ = Committee/Task Force)  
 ALINORM 03/30a (‘ALINORM’ = document type, ‘03’ = Commission year, ‘30a’ = number allocated to the Committee/Task Force)

Note: ALINORMs

Check the front of the Report to see if it contains any CL’s. If the report includes a CL, separate the CL from the report (i.e. cut and paste into a word document if possible and re-format) and save separately.

**4.G.2.2** The Session folder (i.e. ‘11gp03’) should contain a ‘Papers’, ‘Comments’ and ‘Brief’ folder and documents should be saved under the following:

- ♦ ALINORMs, CLs, CRDs, LIMs, INFs, Provisional Agendas, Agenda Papers, and Invitations, under the ‘Papers’ folder
- ♦ Comments under the ‘Comments’ folder.
- ♦ Working Group papers, original and completed Registration Forms, and Delegation Reports, directly under the Session (i.e. 11gp03) folder.

**4.G.2.3** Name the document by its reference code (located in the top right hand corner of the document). Examples:

Document reference code:	Save the paper as:
CX/FICS 03/2	fic03_02e (‘fic’ = Committee/Task Force, ‘03’ = Committee/Task Force year, ‘02’ = paper number, ‘e’ = language - English)
CL 2002 – 26 / FICS	cl02_26e (‘cl’ = document type, ‘02’ = Committee/Task Force year, ‘26’ = paper number, ‘e’ = language – English)
ALINORM 03/30a	al03_30ae (‘al’ = document type, ‘03’ = Commission year, ‘30a’ = number allocated to that Committee/Task Force, ‘e’ = language – English)

If the document doesn’t have a reference code (i.e. Delegation Reports, etc) name the file by its title including the Committee/Task Force and Session, as appropriate.

Note: Comments

Name comments files by the reference number of the paper and the individual/organisation that provided the comments (i.e. ‘CFTRI comments CX/FAC 02/3).

**4.G.2.4 Saving Attachments**

- Right click on the attachment
- Select 'save as'
- Save into the appropriate Committee/Task Force and Session folder within the "Directory"

**4.G.2.5 Saving Documents from a Link within an E-mail**

- In Internet Explorer enter the address.
- Click on the appropriate folder as indicated in the e-mail message
- Open the folder to find the document that corresponds with the link.
- Highlight the required document. Open the 'File' menu from the top toolbar and select 'Copy to Folder'. Select the appropriate folder within the "Directory" and click 'OK'.

**4.G.2.6 Printing and Filing**

Once a document is saved, print a hard copy and photocopy the appropriate number of copies to be filed and distributed to Codex staff, as indicated below.

Provisional Agendas, Agenda Papers, CLs, CRDs, LIMs, INFs and Requests for Comments

- Place 1 copy in the Master Brief folder for the Committee/Task Force under the corresponding agenda item and notify the officer responsible for coordinating the brief.
- Place the original copy in a plastic sleeve and put in the appropriate folder within the CX or CL filing drawer
- Place 3 additional copies in the appropriate folder within the CX or CL filing drawer for general use

Working Group Papers

- Place the document on the "Departmental File" for that Committee.
- If the Working Group is being held in conjunction with the Committee/Task Force Session, place a copy in the Master Brief Folder.

Invitations (CXs) and Registration Forms for Codex Committee/Task Force Meetings

- Place a copy of the invitation and completed registration forms on the "Departmental File" for the Committee and within the Master Brief Folder.

ALINORMS

- Distribute 1 copy to the officer responsible for coordinating the brief for the Committee/Task Force
- Place the original copy in a plastic sleeve and put in the appropriate folder in the ALINORM filing drawer
- Place 3 additional copies in the ALINORM filing drawer for general use.

Delegation reports and Responses from Circular Letters, Requests for Comments and Government Comments

- Distribute a hard copy to the officer responsible for coordinating the brief for that Committee
- Place a copy on the corresponding "Departmental File".

#### 4.G.2.7 Recording Documents on the Document Register

- ❖ The Document Register is used as a reference point for finding information on Codex documents received by Codex India, including when they were received, which stake holders they have been distributed to and if comments have been actioned.
- ❖ Record the details of ALINORMS; Working Group documents; Provisional Agendas; Agenda Papers; CLs; CRDs; LIMs; INFs; Requests for Comments; Invitations (not registration forms); and Responses from Circular Letters, Requests for Comments and Government Comments in the “Document Register”.

Note: Responses from Circular Letters, Requests for Comments and Government Comments Under ‘Comments Actioned’, record the name of the person/organisation who submitted the response, the date the response was forwarded and the subject matter.

Note: Working Group Documents

Under Document Type, include the text: ‘Working Group’

- ❖ On receipt of a document add the following details to the “Document Register” (or if the document is a Working Group Paper, add the following details to the “New Database”).
  - Document type (i.e. CX, CL, etc)
  - Committee
  - Document No. (i.e. CL/2003 – 26/FICS)
  - Session
  - Subject
  - Date received
  - Date distributed
  - Date comments due to originator (as indicated on the document)
  - Date comments due to Codex India (This must be 10days prior to the date due to originator)
  - Who the papers were sent to
  - Comments actioned (see note above)

#### 4.G.2.8 Procedure-distribution of Codex documents

##### 4.G.2.8.1 Distribution to Stake holders

- Review the document and determine matters of interest to India.

Note: ALINORMS

Check the ‘Matters Referred’ section of the Report to determine if it involves any other Committee’s or contains any CL’s.

- Decide which stake holders the document should be distributed to, in addition to NCC members and the Shadow Committee. **Note:** Some papers relate to issues being discussed by more than one Committee and should be distributed accordingly.

Note: Invitations and original Registration Forms

Invitations and original registration forms should also be distributed to members that attended the previous meeting in addition to the stake holders listed above.

Note: Delegation reports

Delegation reports are sometimes for a limited audience i.e. Government officials only.

**4.G.2.8.2 Distribution via E-mail**

- Generate a covering letter to stake holders using the appropriate covering letter template. The covering letter templates are:
  - “E-mail Covering Letter Template” – circulated with ALINORMS, CRDs, LIMs, Requests for Comments, Provisional Agendas and Committee Agenda Papers (CXs); Circular Letters (CL’s); and Working Group Papers
  - “E-mail Invitation Covering Letter Template” – circulated with Invitations and Original Registration Forms.
- On the Covering Letter Template update the information that is coloured in red, including:
  - reference to the Codex Committee, session and agenda item to which the document relates
  - particular areas of interest to the stake holders (as identified in paragraph 4.G.2.8.1)
  - date for response (if required)
  - Codex India contact details

Change the font colour for all text to black. Copy and paste the text into the new message Do not save the changes in Word.

Note: ALINORMS

In the covering letter, make a note of any Circular Letters (CLs) attached to the Report and advise a due date for comments to be received by the Codex Contact Point.

**4.G.2.8.3** The covering letter and attached document shall be circulated to the stake holders identified in paragraph 4.G.2.8.1

- Step 1 Open the Codex Contact Point mailbox in Outlook.
- Step 2 Select the ‘Contacts’ folder.
- Step 3 Select the ‘NCC’ contacts list. Open the ‘Actions’ menu from the top tool bar and select ‘New Message to Contact’.
- Step 4 Repeat Step 3 for any other Committees or contacts that the message should be sent to, then select all the addresses in the ‘To’ field of these new messages and copy and paste the addresses into the ‘To’ field of the ‘NCC contact’ message. Delete the other messages.
- Step 5 Check that all of the e-mail addresses in the mail message are underlined. For those that are not underlined, check the contacts list to see if they have an e-mail address. If the address is incomplete or incorrect either correct or delete the address/name on the e-mail.
 

**Note:** If the contact doesn’t have an e-mail address, the document will need to be distributed through the post (see below).

Step 6 Highlight the text from the e-mail template in Word and copy and paste into the new e-mail message.

Step 7 Select the 'options' tab on the e-mail tool bar and tick the two boxes marked: 'Request a delivery receipt for this message' and 'Request a read receipt for this message'.

Step 8 Send the message

**4.G.2.8.4** Move the message from your personal e-mail 'Sent Items' to the Codex Contact Point 'Sent Items' folder.

- Open your personal mailbox and click on the 'Sent Items' folder to find the message.
- Open the message and select print.
- Place a copy of the sent message in the "Documents Sent by Codex Contact Point E-mail Folder"
- Highlight the message, right click mouse, and select 'Move to Folder'.
- Highlight the 'Sent Items' folder in the 'Codex Contact Point' mailbox and click on 'OK'.

**4.G.2.8.5** Receipts of sent messages

- Move receipts from the In box to the relevant Committee folder within the 'e-mail receipts' folder, either by highlighting the message, right clicking and selecting 'Move to Folder' or by highlighting the receipts in the In box and dragging to the relevant folder.
- Some of the e-mail receipts may come back with an undelivered error message. If you receive one of these messages check the address once again and resend or forward the message. In case the message comes back, a hard copy of the undelivered message be sent to the addressee and also kept in the record

### **Distribution via Post**

**4.G.2.8.6** Generate a covering letter using the "Post Covering Letter Template" and update the information that is coloured in red, including:

- reference to the Codex Committee, session and agenda item to which the paper relates
- particular areas of interest to the stake holders
- date for response (if required)
- Codex India's contact details

Change the font colour for all text to black. Print the letter and close the document without saving the changes.

**4.G.2.8.7** Post the covering letter and document using the "Mailing Label" for the National Codex Committee or the Shadow Committee that the paper relates to. It must be ensured that the mailing labels for that Committee are current and include all relevant contacts.

**4H .Linkages with NCC/Shadow Committees/stake holders**

The NCCP is holding the secretariat of NCC and its Shadow committees [The compositions of NCC and its Shadow Committees are at Annex I and II respectively] . It has to have ready access and linkages with all the concerned stake holders capable and competent to contribute to the India's work in Codex. The list of some of the Ministries/ Departments/agencies/organisations having stake in Codex work along with their web site address is as follows :-

## 4H.1 Ministry of Agriculture

4H.2 Department of Agricultural Research and Education <http://dare.nic.in>

- Indian Council of Agricultural Research <http://www.icar.org.in>

4H.3 Department of Agriculture and Cooperation <http://www.agri.coop.nic.in>

- Directorate of Marketing and Inspection (DMI) <http://agmarknet.nic.in>
- Directorate of Plant Protection Quarantine and Storage

Central Insecticides Board and Registration Committee <http://cibrc.nic.in>

4H.4 Department of Animal Husbandry and Dairying <http://www.nic.in/dahd/>

- Integrated Fisheries Project <http://ifpkochi.nic.in>

4H.5 Department of Atomic Energy <http://www.dae.gov.in>

- Bhabha Atomic Research Centre <http://www.barc.ernet.in>

4H.6. Ministry of Commerce and Industry <http://www.commin.nic.in>4H.7 Department of Commerce <http://commin.nic.in/doc>

- Agriculture and Processed Food Products Export Development Authority (APEDA) <http://www.apeda.com>
- Cashew Export Promotion Council <http://www.cashewindia.org>
- Coffee Board <http://www.indiacoffee.org>
- Directorate General of Foreign Trade <http://dgft.delhi.nic.in>
- Export Inspection Council (EIC) <http://www.eicindia.org>
- Marine Produce Export Development Authority <http://www.mpeda.com>
- Spices Board <http://www.indianspices.com>
- Tea Board <http://tea.nic.in> [www.teaindia.org](http://www.teaindia.org)

4H. 8 Ministry of Consumer Affairs, Food and Public Distribution <http://www.fcamin.nic.in>4H 9 Department of Food and Public Distribution [http://www.fcamin.nic.in/civil\\_ind.htm](http://www.fcamin.nic.in/civil_ind.htm)

Directorate of Sugar [http://www.fcamin.nic.in/sugar\\_ind.htm](http://www.fcamin.nic.in/sugar_ind.htm)

- Directorate of Vanaspati, Vegetable Oils and Fats [http://www.fcamin.nic.in/sugar\\_ind.htm](http://www.fcamin.nic.in/sugar_ind.htm)

4H.10 Department of Consumer Affairs [http://www.fcamin.nic.in/cons\\_ind.htm](http://www.fcamin.nic.in/cons_ind.htm)

- Bureau of Indian Standards <http://www.bis.org.in>

4H.11 Ministry of Defence <http://mod.nic.in>

- Defence Food Research Laboratory (DFRL) <http://www.drdo.com/labs/dls>

4H.12 Ministry of Environment and Forests <http://envfor.nic.in>



4H.13 Ministry of Food Processing Industries <http://www.mofpi.nic.in/>

4H.14 Ministry of Human Resource Development

- Department of Women and Child Development <http://wcd.nic.in>

4H.15 Ministry of Science and Technology <http://www.mst.nic.in>

-Department of Biotechnology <http://www.dbtindia.org>

4H.16 Research Institutions

-Bhabha Atomic Research Centre <http://www.barc.ernet.in>

-Central Food Technological Research Institute (CFTRI) <http://www.cftri.com>

-Defence Food Research Laboratory (DFRL)

<http://www.drdo.com/labs/dls/dfrl/index.shtml>

-Industrial Toxicology Research Centre (ITRC) <http://www.itrcindia.org>

-Indian Council for Medical Research (ICMR) <http://www.icmr.nic.in>

-National Institute of Nutrition (NIN)

-National Dairy Research Institute <http://www.ndri.nic.in>

4H.17 Industry Associations

-Confederation of Indian Industry (CII) <http://www.ciionline.org>

-All India Food Processors' Association (AIFPA) <http://www.aifpa.com>

-Confederation of Indian Food Trade and Industry (CIFTI) <http://www.cifti.com>

4H.18 Consumers Organizations (Only those organizations have been listed who are members of NCC)

-Consumer Education and Research Centre (CERC) <http://www.indiatrade.com/cerc>

-Voluntary Organization in Interest of Consumer Education (VOICE) <http://www.consumer-voice.org>

-Consumer Unity and Trust Society (CUTS) <http://www.cuts.india.org>

-Citizen, Consumer and Civic Action Group (CCACAG)

The NCCP should maintain a list of the members of NCC and its Shadow Committees and all the concerned stakeholders from the agencies enumerated above with their brief resume of specialization, addresses, email ID, telephone and fax connection in electronic files as well as hard copies which should be updated at least half-yearly. The same should also be made available through the Codex[India] web-site.

#### **4.I Consultation with international agencies/regional bodies/other Codex Members**

**4.I.1** The NCCP should maintain a file outlining addresses of all relevant international agencies like FAO WHO/regional bodies like SAARC/Contact Point of other Codex Members with their email ID and web site in hard format as well as in electronic versions.

**4.I.2** On crucial issues, these international and regional bodies should be consulted to consolidate India's position in Codex.

**4.I.3** The Codex Points in CCASIA and other countries having similar interests on certain issues should invariably be consulted to seek their views in India's favour.

**4.I.4** E-mail ID and addresses of Indian Embassies and High Commissions along with the names of concerned officers dealing with Agriculture should be maintained. These officers should be approached to develop personal rapport with the Codex Contact Points of like-minded countries and brief them so that they are in a position to defend India's stand in the meetings of Codex.

**5.Consultative Process:-**

5.1 On receipt of agenda documents from the secretariat of the CAC or host country, the NCCP should make a note in format-I as outlined below:-

**Format-I**

- ❖ The document number, date and the subject
- ❖ Commission/Subsidiary body or Task Force which will be considering the agenda and the dates of the meeting
- ❖ A gist of issues requiring consideration
- ❖ **The last date for sending comments** on the document to the secretariat or the host country
- ❖ **The date by which comments** from the members/stakeholders should reach the NCCP(I)

5.2 A brief note incorporating the points as outlined in Format-I should be circulated to the members of the shadow committees preferably by email, or fax, or a special messenger or speed post or courier seeking their views. Comments must be received by the NCCP at least ten working days in advance of the last date of receipt of comments by the Codex secretariat or the host country. The members/Chairpersons of the Shadow Committees may also be requested to download the original documents electronically. Comments should follow the following standard format.

**Format-II**

- Name of the Codex Committee/Commission:-
- Agenda document No and relevant paragraphs No:-
- Issues in brief:-
- National position based on legislation and policy of the Govt.:-
- Impact of the proposed item/issue:
- Technical/commercial or other relevant information/data in support of the proposal or against:-
- Other considerations like names of countries likely to support or against based on past participation:-
- What should be the participation level in this work:- ( Please tick mark the option suggested with a brief justification)
  - Must attend the meeting with a specific brief
  - Submission of written comments will serve the purpose
  - More data needs to be generated(Identify the institute)
  - Attend the meeting with a watching brief.

**Name and official address of the Expert with signature and date**

5.3 Where Chairperson of the shadow committee takes the lead in coordination of India's input to a Codex Committee, format II should be used for sending comments to the NCCP

5.4 Comments received should be compiled by the NCCP and stand to be taken by India based on the comments, national policy/legislation, stand taken in the past, duly approved by the chairperson, NCC should be communicated to the Codex secretariat or the host country in the format III as outlined below:-

**Format-III**

- Name of the Committee/Commission:-
- Issues involved in brief:-Agenda document No. and relevant paragraph No:-
- \*India's position:-  
\*[Detailed justification if required, be appended in a separate sheet]
- Background justification quoting past history, if possible:-

Name and official address of the Secretary, NCC with signature

---

**5.5 Meetings of NCC and Shadow Committees**

**5.5.1 Setting dates of meetings**---On receipt of advance time table of the meetings of the Commission/ Subsidiary bodies/Task forces, the NCCP will draw up a schedule and venue of the meetings of the NCC and its Shadow Committees at least for the year under consideration. These meeting dates should be made known to all concerned through the web page which should be updated from time to time. In case any unscheduled meeting of the concerned Shadow Committee/NCC needs to be convened by the NCCP at the behest of the concerned Chairperson of the Shadow Committee/NCC, the notice of the date, time and venue of the meeting must be posted on the website and e-mailed to recipients.

**5.5.2 Arrangements for TA/DA**-Each member, alternatives and advisers make their arrangements and meet the costs of attending a meeting.

**5.5.3. Observer**-Any other expert who is not a regular member of the Shadow committee or NCC but competent to contribute to the subject under consideration because of his professional expertise, may also be requested to attend the meeting as an observer.

In case such an expert makes a request for payment of TA/DA before attending the meeting, arrangement of payment of TA/DA could be made with the approval of the Chairperson of the NCC subject to availability of funds with the NCCP.

**5.5.4 Agenda**-The NCCP shall prepare agenda for each meeting of the NCC or the Shadow Committee of the Commission. Agenda for the meetings of other Shadow Committees will be prepared by the office of the Chair of the Shadow Committee. The agenda should be based on the agenda of the Commission or the Subsidiary body. Each agenda item should incorporate the following:-

- ❖ Codex document number, the subject and the meeting in which it is to be considered.
- ❖ Summary of issues to be deliberated upon
- ❖ A brief on national position/legislation on each issue.
- ❖ Stand taken by India in the past and the names of the delegation attended the meeting
- ❖ Stand to be taken by India on the present topic[To be recorded in the meeting based on deliberation which should be science based and also take into account economic implication]

The last two agenda items should be :-

- ❑ “Proposed delegation for the meeting”- under which the committee may suggest names of Leader, Alternate Leader, and members of the delegation
- ❑ “Any other business with the permission of the Chair” under which any member may suggest any point for consideration provided the same relates to the topic of the Committee.

**5.5.4.1 Standing items of the agenda of the NCC:**

The following issues must be taken up in each meeting of the NCC:

- Horizontal issues in Codex
- Monitoring progress of Harmonization
- Verbal Reports of Delegates

- Updating of User's Manual on Codex
- Updating of Codex-India Procedural Manual
- Updating of contents of Codex-India web page.

#### 5.5.5 Minutes and follow up action-

5.5.5.1 Recommendation on each agenda item should be arrived at by consensus. All recommendations should be recorded and read out to the members by the NCCP then and there in the meeting itself. Any member not inclined to accept the majority views, may request to record his vote of dissent with reasoning and in that case his views should be recorded but should not be a part of India's views to be sent to the Codex secretariat or the host country.

The minutes should be drafted in the following lines:-

- Name of the Committee/Shadow Committee
- Venue and date of the meeting
- Name of the Chairperson
- List of participants(to be appended)- \*[A list of participants duly signed by each one should also be kept in the record by the NCCP]
- Recommendations on the agenda items in seriatim outlining:-
  - Each agenda document No with a brief on issues involved
  - Recommendation concretizing the views of India with reasoning
  - Vote of dissent, if any, with the name/names of the participant voicing dissent with reasoning

5.5.5.2 Detailed written minutes of the meeting duly approved by the Chairperson should be sent to the members of the committee either by email or by fax or by courier within a period of three working days. The members should be requested to offer their comments on the recording of the minutes within a period of three working days from the date of receipt of the minutes. Such comments should also be made available to the NCCP by the quickest mode of despatch i.e. email/fax/courier.

5.5.5.3 The agenda, minutes and the proposed stand to be taken should be got approved by the Chairperson NCC.

5.5.5.4 The NCCP should thereafter communicate India's position to the Codex secretariat or the host country in the format-III as outlined above.

A copy of each of these comments in format III accompanied by agenda and minutes of the concerned Committee/Shadow Committee should also be made available to the Indian Embassy/High Commission of the country hosting the meeting with the request to send a representative from the Embassy to participate in the meeting as a member of Indian delegation.

5.5.4.5 A copy of format-III should also be despatched by the NCCP to a few selected India Embassies abroad especially in the Asian Region as well as to those like-minded countries who are likely to support India's stand. The Embassies/offices of High Commissions should be requested to brief the Codex Contact Points in these countries and mobilize their support in India's favour.

5.5.4.6 Records of agenda, minutes, views sent to the Codex Secretariat and communications sent to the Embassies should be maintained by the NCCP in chronological order and placed on the web site.

#### 5.6 Receipt and distribution of Codex Text-

5.6.1 On receipt of final document on Codex text/amendment to existing document/latest edition of Codex Procedural Manual, the same should be entered in a register maintained for this purpose

5.6.2 The documents should be sent electronically to the Chairpersons of the NCC/Shadow Committees.

5.6.3 At least two copies of each of the text should be placed in the National Codex Resource Centre as library document after proper indexing and coding and should be made accessible to the interested stakeholders as a reference reading material in the Resource Centre or on loan.

### **5.7 Management of National Codex Resource Centre**

5.7.1 The NCCP should ensure that facilities available to the Resource Centre are accessible to the interested stakeholders during office hours

5.7.2 One official from NCCP should be put in-charge of the Centre who will be responsible for:-

- Opening and closing the Centre on time
- Maintenance of cleanliness
- Registers of visitors
- Book appointment for use of computer facilities
- Ensuring proper sitting accommodation
- Indexing of documents
- Making the documents available to the stakeholders for reading/consultation in the Resource Centre
- Records of documents issued to the stakeholders
- Answering queries through telephone and providing information
- Receiving fax and bringing it to the notice of the Liaison Officer after maintaining proper record of receipt of such fax

5.7.3 Either the NCCP him/herself or the senior officer next to him shall attend to all queries received in the office of the NCRC through e-mai/fax/post and send an appropriate reply to the person concerned within a period not later than three working days from the date of receipt of such a query. A copy of the reply should be maintained in the record.

### **5.8 Registration of delegations**

5.8.1 The NCCP should ensure that names of delegations along with the names and addresses of their organizations are communicated to the Codex secretariat as well as to the host country well in time by fax and email at least two working days before the meeting. The communication should include the following:

“Subject to the usual Government approvals, the Indian Delegation to the [#]th Session of the Codex Committee on [Committee Name] will be :

1. Names of Delegation members
2. ---[Name of the Official] will be the Head of the Delegation
3. ---[Name of the official] will be the alternate Head of the Delegation

5.8.2 A copy of this communication should be carried to the Embassy/High commission of the host country with an intimation to accompany the Indian delegation as one of the members.. In case no delegation from India is participating the Indian Embassy/High Commission should be alerted to be prepared to represent India in the meeting.

5.8.3 A copy of this communication should also be copied to each member of the delegation

### **5.9 Briefing delegation members**

5.9.1 The NCCP should hold a meeting of the delegation members prior to their departure on a mutually convenient date in consultation with the Leader of the delegation. All delegation members must be provided with a copy of the brief prior to this meeting.

5.9.2 The NCCP shall assist the leader of the delegation in generation of the master brief folder as outlined:

- ❖ The folder shall be properly labelled indicating name of the Committee/Commission, venue and dates of the meeting using the “Folder Name Tag Template”.
- ❖ A set of numerical dividers shall be placed in the folder, including one divider for each agenda item.
- ❖ The agenda shall be included in the first divider. Other available agenda papers shall be marked and these shall also be highlighted on the agenda.
- ❖ All working documentation shall be put in the folder under the respective agenda item and a coloured sheet of paper shall be placed between each issue.
- ❖ The following shall be included under each agenda item:
  - India’s brief for the specific Agenda item;
  - CX’s and Circular Letters;
  - Report of the previous respective Codex Committee's report; and
  - India’s comment and other Government comments relevant to the agenda item-unless these are already included in a CX

1.3.2.6 A copy of each of the following documents should be placed in front of the folder:

- A current Codex Alimentarius Commission Report
- A current Codex Executive Committee Report
- The latest delegation report for that Committee/Task Force

5.9.3 The NCCP must ensure that all members of the delegation including the leader are fully aware of their roles and responsibilities and “Code of conduct” for participation in Codex meetings as detailed in section III of the Manual.

5.8.3 The NCCP should ensure that every delegation Leader

- (i) has a copy of Codex Procedural Manual and Codex (India) Procedural Manual.
- (ii) is aware of
  - the definitions adopted by Codex
  - Principles of science
  - TOR of the relevant Committee
  - Step procedures

### **5.10 Initiation and management of follow up action and action plans**

**5.10.1** A de-briefing meeting must be arranged within a period of fifteen working days from the date of participation in the Codex meeting by the concerned Shadow Committee where a representative of the NCCP should also be present.

5.10.2 The Leader of the delegation must highlight the outcome of the Indian participation and subsequent follow up action needed to prepare for the next meeting of Codex on the subject.

5.10.3 In order to ensure timely follow up action, a work chart should be prepared following each meeting of Codex outlining a summary of the recommendations/decisions taken in the meeting on which India has a stake, action required to be taken, agency/Department to be entrusted with the job, time schedule by which each action is required to be completed.

5.10.4 The concerned institutions/experts should be approached by the Shadow Committee for data generation, preparation of base paper if any, and subsequent follow up action –with a copy to NCCP.

---

**6. Budget for NCCP**

6.1 The NCCP should maintain a regular budget to meet the running cost of the activities envisaged by the NCCP as well to meet the expenditure for participation in the meetings of Codex having relevance to India.

6.2 The NCCP may seek funding assistance from international agencies for attending Codex and related meetings. A strategic approach to securing cooperation and assistance from international agencies is at Annexure-III.

---

## **SECTION II**

### **Terms of Reference of NCC and Shadow Committees of India**

#### **Procedures for working of NCC and Shadow Committees**

#### **Chairpersons' responsibilities**

#### **Procedure for formulation of India's position in the CAC**

---

## **Contents of this Section**

This Section of the Procedural Manual sets out the working procedures of the National Codex Committee of India [NCC (I)] and its Shadow Committees for the purpose of consolidating India's position in the activities of food standardization undertaken by the Codex Alimentarius Commission.

The Terms of Reference and Membership of the NCC (I) and its Shadow Committees are described. The procedure for nomination of the Chair of the NCC (I) and its Shadow Committees as well as responsibilities of holding the Chair of any Committee has been outlined.

The consultative processes involved by associating all the relevant stakeholders in consolidation of India's position in Codex has been described.

---



## **Background**

The Ministry of Health and Family Welfare dealing with the program of food quality and safety at national level as well as maintaining liaison with the CAC through the NCCP (India), has constituted a National Codex Committee (NCC-India) in the year 1971. The functions of the NCC (India) as notified by the Ministry read as:

“The National Codex (Food Products Standards) Committee shall meet as and when necessary to consider the various issues that may be discussed at annual meetings of the Codex Alimentarius Commission and to prepare necessary material thereafter. The work of the committee will include standards for all principal foods whether processed or semi-processed or raw for distribution to the consumer. It will include provisions in respect of food hygiene, food additives, pesticides residues, contaminants, labelling and preservation, methods of analysis and sampling”.

The committee is chaired by the concerned Joint Secretary in the Department of Health of MOH&FW handling the policy issues of the program of food quality and safety at national level. The Program Officer dealing with the subject of food quality and safety and designated as the National Codex Contact Point (NCCP-India) is the Secretary of the Committee. This ensures that national position is always taken care of while commenting on Codex issues.

### **1.1 The terms of reference (TOR) of the NCC (India) are:**

1. To advise governments on the implications of various food standardization, food quality and safety issues which have arisen and related to the work undertaken by the CAC so that national economic interest is taken into account or at least considered when international standards are formulated;
2. To provide important inputs to the government so as to assist in ensuring quality and safety of food to the consumers while at the same time maximizing the opportunities for industry development and expansion of international trade;
3. To enable the food industry and the government to take appropriate action at national level to ensure that exported foods are not rejected and quality and safety of imported food is assured;
4. To maintain liaison with the national standards setting body;
5. To meet at regular interval as frequent as possible.

### **1.2 Criteria for memberships of NCC (India):**

Apart from the Chair and the Secretary who eventually belong to the same Ministry for smooth working of the NCC, other members have been chosen taking into account the priorities of work and based on following criteria: -

1. Policy level officers from relevant central Ministries involving the portfolios of agriculture, animal husbandry and dairying, commerce, consumer protection, export development, food, food processing, foreign trade, nodal point for WTO, plant protection, quarantine and storage and women and child development.

2. Top level officers from a few state governments administering the program of food quality and safety
3. Other standard setting bodies at national level.
4. Scientific and other food safety research organizations providing independent scientific advice.
5. The Industry representing various sector interests within the overall food industry such as the farming, fish sector, processed fruits and vegetables sector, the dairy sector, packaging, transportation, distribution, marketing who are capable of providing inputs to ensure quality and safety of food throughout the whole food chain.
6. The Trading Sector bodies dealing with import and export of food.
7. Recognized Consumer bodies affiliated to International Consumer Union (IOCU)
8. Individual Members having expert knowledge of food processing/food quality and safety.

A list of members of NCC is at Annexure-I

### **1.3. Functions and responsibilities of NCC (India):**

- To cooperate with the Joint FAO/WHO Food Standards Programme and to ensure timely nomination of delegation to Codex meetings.
- To formulate national position in consultation with the members of NCC and other stakeholders in the matters of Codex. Indian position on each issue shall be based on contributions made by the members of the NCC/Shadow committee as well as the past records available with the NCCP. It should be the responsibility of the Committee to ascertain the India Government's current position on each Codex committee agenda item and to draft the Indian Government's response to each agenda item. Comments prepared/positions presented to the Codex should be based on sound science and take into account Indian statutes, regulations, policy, interest of industry and consumers.
- To maintain continuity in India's stand in Codex meetings
- To motivate the delegation to hold informal group meetings/discussions with like minded countries while attending Codex sessions so as to seek their support in India's favour.
- To study Codex documents, collect and revise all relevant information relating to technology, economics, health and control system so as to give supporting reasons to the government in the acceptance of Codex Standards or otherwise.
- To identify organizations to take action for generation of database or preparation of base paper projecting country's interest for interacting with the CAC.
- To cooperate with other local/regional or foreign organizations dealing with activities relating to food standardization.
- To maintain transparency in the entire decision making process.
- To have interaction with the national standard setting body to ensure consideration of Codex standards while formulating national standards and vice versa.
- Dissemination of information relating to Codex.

- To explore the possibilities of extra budgetary resources either from industry or international organizations to meet the resources for participation in Codex meetings.
- To ensure that written views of the Committee are always made available to the Commission on time for each and every meeting crucial to India's interest irrespective of the fact whether the particular meeting is represented by Indian delegation or not.
- To keep track of the developments in WTO on matters relating to food standardization, quality and safety.

#### 1.4 Shadow Committees of NCC:

The NCC (India) is a large body having members from different parts of the country. It is not feasible for the committee to meet off and on to deliberate on the agenda items of all the Subsidiary bodies. The NCC has therefore constituted 18 Shadow Committees having experts in the relevant field to formulate India's views on its behalf based on documents under consideration of the CAC and its General Subjects Committees (horizontal-9), Commodity Committees (vertical-11), ad hoc intergovernmental Task Forces (3) and Regional Coordinating Committees (6). Shadow Committees have been constituted only for those subjects on which India has a stake. The list showing the counterpart Shadow Committees against the CAC and its Subsidiary bodies is outlined as under:

<b>Seri al No.</b>	<b>Name of the Codex Committee</b>	<b>Name of the Counterpart Committee/Shadow Committee in India</b>
1.	Codex Alimentarius Commission (CAC) (Chair-USA)	National Codex Committee (NCC-India)/Shadow Committee on Codex Commission (Joint Secretary in the Department of Health)
2.	General Principles (CCGP) (Chair- France)	Shadow Committee on General Principles (Chair- Joint Secretary in the Department of Health)
3.	Food Additives and Contaminants (CCFACS)(Chair-Netherlands)	Shadow Committee on Food Additives and Contaminants (Chair- Joint Secretary in the Ministry of Food Processing Industry)
4.	Food Hygiene (CCFH) (Chair-USA)	Shadow Committee on Food Hygiene (Chair-Joint Secretary in the Ministry of Agriculture dealing with Animal Husbandry and Dairy Development)
5.	Food Labeling (CCFL)(Chair-Canada)	Shadow Committee on Food labeling (Chair-Joint Secretary in the Ministry of Food Processing Industry)
6.	Methods of Analysis and Sampling (CCMAS)(Chair-Hungary)	Shadow Committee on Methods of Analysis and Sampling (Chair-Director, Central Food Laboratory)
7,	Pesticide Residue (CCPR) (Chair-Netherlands)	Shadow Committee on Pesticide Residue (Chair-Plant Protection Adviser in the Ministry of Agriculture)

8.	Residues of Veterinary Drugs in Foods (CCRVDF) (Chair-USA)	There is no counterpart Shadow Committee but crucial issues, if any, are considered by the Shadow Committee on Codex Commission or by the NCC
9.	Food Import and Export Inspection and Certification Systems (CCFICS) (Chair-Australia)	Shadow Committee on Food Import and Export and Certification Systems (Chair-Chairman, Agriculture and Processed Food Products Export Development Authority)
10.	Nutrition and Foods for Special Dietary Uses (CCNFSDU) (Chair-Germany)	Shadow Committee on Special Dietary Uses (Chair-Joint Secretary in the Ministry of Human Resource Development dealing with women and child development)
11.	Milk and Milk Products (CCMMP) (Chair-New Zealand)	Shadow Committee on Milk and Milk Products (Chair-Joint Secretary dealing with Animal Husbandry and Dairy Development in the Ministry of Agriculture)
12.	Cocoa Products and Chocolate (CCCPC) (Chair-Switzerland)	Shadow Committee on Cocoa Products and Chocolates (Chair-Joint Secretary in the Ministry of Food Processing)
13.	Processed Fruits and Vegetables (CCPFV) (Chair-USA)	Shadow Committee on Processed Fruits and vegetables (Chair- Joint Secretary in the Ministry of Food Processing)
14.	Meat and Poultry Hygiene (CCMPH) (Chair-New Zealand)	There is no counterpart Shadow Committee but crucial issues, if any, are considered by the Shadow Committee on Codex Commission or by the NCC
15.	Fish and Fishery Products (CCFFP) (Chair-Norway)	Shadow Committee on Fish and Fishery Products (Chair-Fisheries Development Commissioner, Ministry of Agriculture)
16.	Fresh Fruits and Vegetables (CCFFV) (Chair- Mexico)	Shadow Committee on Fresh Fruits and Vegetables (Chairman, Agriculture and Processed Food Products Export Development Authority)
17.	Sugars (CCG) (Chair-UK) (Adjourned)	There is no counterpart Shadow Committee but crucial issues, if any, are considered by the Shadow Committee on Codex Commission or by the NCC
18.	Fats and Oils (CCFO) (Chair-UK)	Shadow Committee on Oils and Fats (Chairman-Joint Secretary in the Department of Sugar and Edible oils, Ministry of Food, Consumer Affairs and Public Distribution)
19.	Cereals, Pulses and Legumes (CCCPL)(Chair-USA) (Adjourned)	There is no counterpart Shadow Committee but crucial issues, if any, are considered by the Shadow Committee on Codex Commission or by the NCC

20.	Vegetable Protein (CCVP) (Chair-Canada)	There is no counterpart Shadow Committee but crucial issue, if any, is considered by the Shadow Committee on Codex Commission or by the NCC
21.	Natural Mineral Water (CCNMW) (Chair-Switzerland) (Adjourned)	Shadow Committee on Mineral Water (Chairman-Joint Secretary in the Ministry of Food Processing Industries)
22.	Ad hoc Intergovernmental Task Force on Fruits and Vegetable Juices (CCFVJ) (Chair-Brazil)	There is no counterpart Shadow Committee but crucial issue, if any, is considered by the Shadow Committee on Codex Commission or by the NCC
23.	Ad hoc Intergovernmental Task Force on Foods Derived from Biotechnology (CCFBT) (Chair-Japan)	Shadow Committee on Genetically Modified Food (Chairman- Joint Secretary, Department of Health)
24.	Ad hoc Intergovernmental Task Force on Animal Feeding (CCAF) (Chair-Denmark)	There is no counterpart Shadow Committee but crucial issue, if any, is considered by the Shadow Committee on Codex Commission or by the NCC
25.	*Six Regional Coordinating Committees (i) Asia (CCASIA) (Chair-Malaysia) (ii) Africa (CCAFRICA) (Chair-Uganda) (iii) Europe (CCEurope) (Chair-Slovak Republic) (iv) Latin America and the Caribbean (CCLAC) (Chair-Dominican Republic) (v) Near East (CCNEA) (Chair-Egypt) (vi) North America and the South West Pacific (CCNASWP) (Chair-Canada) * Note- Chairs are rotated amongst Member countries every two years	Shadow Committee on Regional Coordinating Committee for Asia Note- India is not a Member of the other Regional Committees but entitled to participate in the meetings as an Observer

### 1.5. Terms of Reference of the Shadow Committees:

As the name implies the Shadow Committees have to follow closely the working of the Codex Commission and the respective Codex Committees. The Terms of reference of the Shadow Committees may therefore be generalized as follows: -

- ❖ To consider the TOR of the respective Codex Committee as the reference document for working of the Committee so that no issue is lost sight of.

- ❖ To determine priorities on the subject under consideration of the CAC and respective Codex Committees taking into consideration import/export as well as domestic situation.
- ❖ To study the overall impact of Codex agenda/document concerning relevant subject on agricultural/commercial/industrial/consumers' interest of the country and advise NCC/NCCP accordingly to take an appropriate stand at the CAC based on sound scientific rationale.
- ❖ To draft a base paper on the subject which is to be proposed as a new item by India for consideration by the respective Committee/Commission.
- ❖ To identify and associate appropriate stakeholders/experts/institutions capable of contributing to the work of the Committee/data generation on the subject.
- ❖ To maintain liaison with the counterpart technical Committee on the subject working on food standardization at national level.

### **1.6 Functions and Responsibilities of Shadow Committees:**

The functions and responsibilities of the Shadow Committees are more or less the same as the National Codex Committee (NCC-India) as they have been authorized by the NCC (India) to formulate national position and advise NCCP (India) accordingly. However these committees have to function under the overall umbrella and guidance of the NCC (India).

### **1.7 Criteria for Chairman and members of the Shadow Committee:**

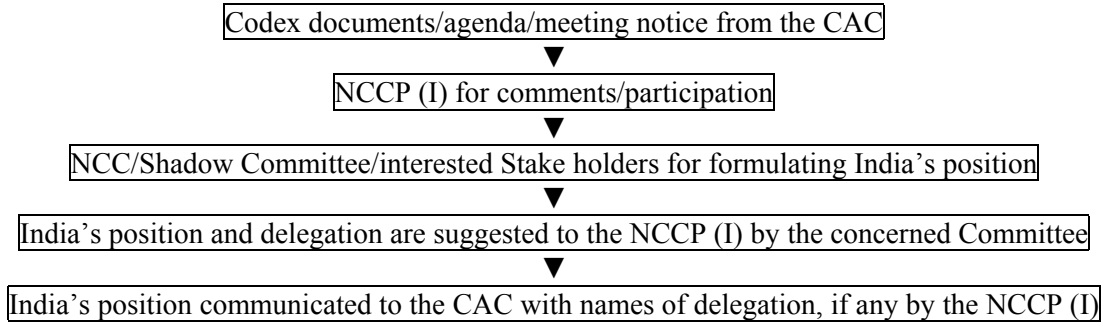
- The Chairperson of each Shadow Committee should be of a high level officer dealing with the subject of the Shadow Committee in his/her Department.
- The Chairperson should be capable of setting up a Codex cell for retrieving the codex documents electronically, make copies and circulate the same to the stakeholder experts of their choice to assist the respective Committee in preparation of India's stand. He should always endorse a copy of the communication along with the copies of the Codex document to the NCCP.
- The Members of Shadow Committee representing Govt./industry/consumers/research institutions/individual expert should have a core interest in the development of national and international standards and knowledge of working of Codex.

### **2. Secretariat of Shadow Committees:**

Where the work of a Shadow Committee has been devolved to an agency by the Ministry of Health and Family Welfare, a secretariat must be designated for the Committee. This Secretariat shall follow the procedure as set out in this manual for consultative process in paragraph 5 of section I.

A meeting of the NCC or the concerned Shadow Committee shall be arranged immediately after the last date of receipt of comments from the members/stakeholders in consultation with the Chairpersons of the respective Committee. and a national brief should be prepared. Written comments will be sent to the Codex Secretariat in advance

by the NCCP in Format III following the procedure as described in paragraph 5.4 of section I of this manual. A copy of the communication forwarding written comments will also be handed over to the delegation attending the meeting. The procedure is as follows:



### 3.Linkages with relevant agencies:

3.1 While examining any Codex text, the NCC and the subject Shadow Committee must compare the document with the national standards/regulations and recommend harmonization of national standards with Codex wherever feasible. The NCC and the subject Shadow Committee may also advise the NCCP to convene joint meeting of the subject Shadow committee and the concerned technical subcommittee of the Central committee for Food standards (a statutory advisory committee under the national legislation, namely Prevention of Food Adulteration Act, 1954, advising Govt. on food standardization, quality and safety at national level) so as to arrive at recommendations for harmonization).

\*\*\*\*\*

**SECTION III****Delegations and delegation management****Selection of leader and members****Delegation leader responsibilities****NCCP briefing of delegation leader/members****“Code of conduct” for participation****Travel arrangements****Debriefing format**

---

**Contents of this Section**

This concluding section of the Procedural Manual sets out [or details] criteria for selection of leader and members of Indian delegation participating in the meetings of Codex. Responsibilities of the leader of the delegation that will ensure effective intervention in the Codex meetings and thus protect the interest of India are outlined and a “Code of Conduct” for participation of delegations that will maintain a good image of the country as well as to ensure consistent and meaningful participation in the international forum.

The procedures for proper briefing of delegation leader/members so as to enable them to project the country’s stand in a proper perspective based on national policy and legislation have also been detailed.

The provision of feedback from Codex meetings is One of the important means of ensuring that India becomes capable of playing a meaningful role in all future crucial meetings of Codex. Reporting back is the responsibility of the leader of the delegation and will enable the NCCP, NCC and other interested/concerned stakeholders to initiate follow up action such as generation of relevant data, preparation of a comprehensive national position paper, or carrying out a risk analysis on a specific issue/chemical. A standard debriefing format has therefore been provided to ensure uniformity in approach in the entire process.

---



## 1. Delegation and delegation management for participation in Codex Meetings

**1.1 Introduction**-The detailed protocol for participation in the sessions of the Commissions and other Codex Committees by the Member countries is spelt out in the *Codex Procedural Manual* available on line on the Codex Web site - [www.codexalimentarius.net](http://www.codexalimentarius.net). The Commission generally holds one regular Session every alternate year at the Headquarters of either FAO or WHO. In between two consecutive Sessions, meetings of Subsidiary Bodies/ Regional Co-ordinating Committees/ Task forces are also arranged whose reports form the part of the agenda of the Commission for endorsement and further deliberation on disputed issues, if any. Notice of the date and place of each session of the Commission and other meetings of Codex is communicated to all Member countries of the Commission at least two months before the meeting, although a schedule of meetings for the next Commission session is provided by the Codex Secretariat immediately following each session of the CAC.

Each Member country of the Commission shall have one representative designated as the Leader of the delegation who may be accompanied by one or more alternates and advisers. In general, decisions of the CAC are taken by consensus of the majority of the Members present at the Session unless there is a major disagreement on any particular issue. In the later case formal voting procedures are used where each Member of the Commission has one vote. An alternate or adviser on a delegation shall not have the right to vote except where substituting the Leader of the country delegation.

### 1.2 Selection of the Leader of delegations and delegation members

From the foregoing paragraph it is amply clear that the responsibility for projecting the national position in the meetings of Codex solely rests with the Leader of delegation.

- The National Codex Committee or the Concerned Shadow Committee will select and the Secretary National Codex Committee will appoint by a written communication to the secretariat of the meeting, an Indian **delegate** as the **Head** of the Indian delegation to each Codex session, an **alternate delegate** who acts in the absence of the Indian delegate and other members of the delegation. Their names should be communicated in writing to the NCCP (I) by their respective departments/institutions and subsequently approved by the Chairperson of the NCC.

As far as possible one of the concerned officials of the NCCP dealing with the subject matter should also accompany the members of the delegation so as to maintain continuity in India's stand/position based on past records as well as to reflect national position.

The following criteria should be applied for the selection of the Leader of the Indian delegation and delegation members:

1. The Leader of the delegation must be a government official and preferably the Chairperson of the concerned Shadow Committee or their expert nominee from the relevant government department/national institution.
2. Representatives of the delegation to the Subsidiary Codex Bodies shall, insofar as possible, be available to serve in a continuing capacity and shall be a specialist in the field of the respective subsidiary body and also be active member of the concerned Shadow Committee at national level (see 1.7 of Section II of this Manual).
3. Exception circumstances may result in no in-country government representative being available to lead a delegation to a meeting of a Codex subsidiary body. In these situations:
  - a) preferably, the High Commission/Embassy in, or near, the Codex host country, should be requested to make an official available to lead the delegation; or

- b) as a last resort, a non-government person from relevant industry or NGO may be designated as the "official delegate" for the purposes of the particular Codex meeting. In either of these cases, responsibilities apply as for the Leader of the Delegation.
4. The nominee must be prepared, as required by the Secretary of the NCC, to submit a written summary of their qualifications, expertise, and involvement/contribution to the specific subject matter of the Committee..
  5. Be prepared to attend meetings as required including actively participating in the work of the concerned Shadow committee so that each one of them is fully aware of the deliberation at national level on each of the Codex agenda item and the national position/s to be taken at the international forum.
  6. Be prepared to assist in the preparation of the delegation report, including identification of further work and plan of action for India on each topic under consideration by a Codex committee.

**1.2.1 The delegation leader or the alternate delegate should possess the following attributes:**

- Capability and expertise in the respective subject matter. Ability to carry nationally agreed positions as provided in the official delegation brief.
- Capable of negotiating formally, as well as informally, with delegates of other countries to seek their support, and/or identify differences, on behalf of the country.
- Have the authority to respond to unannounced/unforeseen issues that may arise during a Codex meeting and be prepared to seek immediate advice/guidance/ approval from the Secretary of the NCC, or delegate for the particular subject matter.

**1.3 Responsibilities of the Leader of the delegation**

- 1.3.1 In addition to Chairing the respective Shadow Committee, the leader of the delegation shall take the initiative prior to departing for a Codex meeting to arrange a briefing meeting in consultation with the NCCP. This meeting should include all members of delegation. (see paragraph 5.9 of section I of the Manual).
- 1.3.2 The leader of the delegation shall carry the master folder prepared for him by the NCCP as described in paragraph 5.9.2 of section I of the Manual
- 1.3.3 The delegate should develop Indian positions on issues to be considered based on the procedure as detailed in paragraph 1.3 of the section II of the Manual.
- 1.3.4 The Leader of the delegation accompanied by other members should call on the Ambassador /High Commissioner or Officer-in-Charge of the Indian Embassy with prior appointment before the commencement of the Codex meeting and brief them about the meeting. A copy of the official brief for the delegation should be made available, electronic where possible, to the Embassy/High Commission prior to this meeting.
- 1.3.5 On the last working day as soon as the draft report is adopted by the Codex meeting, the leader of the delegation along with other members of his team should pay a visit to the Indian Embassy/High Commission with prior appointment for a debriefing meeting. A copy of the adopted report that annotates all the changes made in the final session of the Codex meeting should be handed over to the concerned officials with a verbal report highlighting the salient points deliberated in the meeting concerning India's interest.

**1.4 Code of conduct for participation at the Codex meetings**

**1.4.1** A copy of the communication issued by the NCCP intimating names of all members of delegation including delegate/alternate delegate to the Codex Secretariat and the host country should be carried by each member of the delegation for verification at the "Registration Desk" at the venue of the Codex meeting.

**1.4.2** The members of the delegation should maintain official decorum throughout the entire deliberations. Any submission to be made by the delegation could be indicated to the Chair under the procedures used by the host country and waiting for permission of the Chair. Under no circumstances should the submissions being made by the delegation of another country or a decision being announced by the Chair be interrupted.

**1.4.3** In case any issue requires consultation amongst the members of the delegation in the midst of the meeting, the same should be whispered in such a way so that delegations of other countries do not feel perturbed.

**1.4.4** Informal consultations may be held with the delegation of other like minded countries only during lunch break or before or after the meeting and no "across the table" conversations be held that could disturb the proceedings of the meetings.

**1.4.5** The Leader of the delegation may extend during the course of the Codex meeting informal invitations to the delegations of other like-minded countries to explain Indian positions/viewpoints and with the aim of soliciting support in the meeting when submissions are made by India. Such support should be mutual provided India's interest is not affected.

**1.4.6** Every effort be made to ensure that the submissions made by the delegation are logical, rational and convincing, based on the presentation of scientific data and building on current or past discussions.

**1.4.7** The members of the delegation are expected to assist the Leader of the delegation during the Codex Committee session but the final stand/views should be expressed by the Leader of the delegation only. In some circumstances, the delegation leader may invite other members of the delegation to express oral /written views on an item.

**1.4.8** Non-government members must agree to abide by the official brief. They must not speak with foreign government officials on behalf of the Indian Government at any Codex session. Non-government members shall not at any time negotiate or purport to negotiate for the Indian Government.

**1.4.9** In case only non-government member/members represent India in any particular session and there is no government representative accompanying him, his oral/ written submission in a meeting should strictly adhere to the official brief given to him by the concerned shadow committee/secretary, NCC. The nominated delegate must abide by the briefing provided for the meeting and should not take any individual position supporting the interest of his organization, which may not be in line with the Indian government rules/regulations/standards/policy.

**1.4.10** All members of the delegation should be physically present throughout the entire deliberations of the meetings of Codex, unless prior arrangements have been made with the Delegation Leader and/or the NCCP, and all delegation members must attentively observe the submissions made by delegate of other countries and the decision arrived at by the Chair on any particular item so that the Leader could be briefed appropriately for timely intervention.

**1.4.11** In case it is decided to record opposition to any decision (irrespective of the fact as to whether the decision has been taken by consensus or by vote) the Leader of the delegation may request the Chair of the Codex meeting for a statement of its position to be contained in the report of the deliberations. The Leader of the delegation should ensure that such statement should make clear the extent of the opposition raised by him to a particular decision of the Commission/Committee with reasoning and state whether the delegation is simply opposed to the decision or wished for a further opportunity to consider the question. The Statement in writing should be provided to the Codex Secretariat to ensure accurate recording in the report of the meeting.

**1.4.12** One member of the delegation should be designated to review, when it becomes available, the draft List of Participants in relation to the accuracy of the Indian delegation having careful regard for the names, designations, addresses, telephone and facsimile numbers and email addresses. The Chair of the Committee will indicate the procedure for submitting amendments to the list of delegates.

**1.4.13** All delegation members must obtain a copy of the draft report immediately on its release (prior to the final session of the Codex meeting). At the time of adoption of the draft report the Leader of the delegation in consultation with the other members of the delegation should scrutinise each paragraph of the draft report thoroughly to ensure that the recommendations do reflect the factual position of deliberations. Discrepancy, if any, between the deliberation and recording should be politely brought to the notice of the Chair for rectification and correct recording. The standard procedure for proposing corrections is to:

- i) read the changes at conversation speed;
- ii) read the changes at dictation speed;
- iii) provide a written copy of the changes to the Codex Secretariat.

The appendices attached to the draft report should also be gone through carefully and opportunity to recheck for discrepancies the List of Participants.

## **2. Travel arrangements**

**2.1** Delegates and alternate delegates and other members of the delegation should make their own arrangement for meeting the travel expenses from their respective departments/Institutions. The letter nominating their names from their parent organization to the NCCP (I) should clearly spell out the details of the budget Head from which the expenditure will be met. They should have valid passport and visa.

**2.2** Non-government members of the delegation representing industry or NGOs should meet the expenses from their own sources and make their own travel arrangements..

**2.3** The Embassy or the office of the Indian High Commission in the country hosting the meeting may be requested to assist in arranging accommodation and transport from the airport to the place of lodging.

**2.4** In case the office of the Embassy or Indian High Commission is requested for payment of per-diem in the currency of the host country and a letter to this effect is endorsed to the participants, they should collect the per-diem from the office with prior appointment during the break period of the meeting so that their participation is not faltered.

**2.5** In case any international agency is sponsoring the participation, the tickets and per diem should be collected by the delegation from the concerned officials of the local office of the agency before departure/commencing travel.

## **3. Reporting and debriefing –**

**3.1** The Leader of the delegation must submit a report of the Codex meeting to the NCCP (I) within a period of fifteen working days from the last date of participation in the meeting.

**3.2** Preparation of this report may be shared amongst delegation members.

**3.3** The report should include copies of any additional agenda items/notes/papers tabled in the meeting viz. conference room documents/position papers circulated by other Member countries together with a copy of the draft report as adopted in the meeting that annotates all the changes made in the final session of the Codex meeting.

**3.4** The report must be submitted in the format as outlined below (Format-IV) and bear the signature of the Leader and other members of the delegation with their names and designations.

---

**Format-IV**

- a) Subject of the meeting----
  - b) Place of the meeting---
  - c) Dates of the meeting---
  - d) Names and designation of the Leader and other members of the delegation
  - e) List of additional documents including conference room documents and late papers as tabled in the meeting along with a copy of each document
  - f) A copy of the draft report as adopted in the meeting that annotates all the changes made in the final session of the Codex meeting
  - g) A summary of salient recommendations/decisions having implications on India
  - h) A gist of deliberation on each of the items of the agenda concerning India covering following points:
    - ✓ Topic of the agenda.
    - ✓ Document No.
    - ✓ Paragraph No.
    - ✓ Views of the Indian delegation as expressed in the meeting.
    - ✓ Whether the views expressed are in conformity with the national policy/legislation/regulation-if not, the extent of divergence and reasons thereof.
    - ✓ Names of countries supporting India-with reasons where available.
    - ✓ Whether any informal meeting/discussions with other Member countries were arranged and if so, the outcome thereof.
    - ✓ The outcomes/recommendations from the Codex meeting.
    - ✓ Future work plan of the Codex committee and a plan of action for India with timeframe and allocation of tasks.
    - ✓ Whether any issue requires attention by other Codex Committees.
    - ✓ Did all members of the delegation abide by the directive of the leader and official decorum? If not, the specific instance of non-compliance.
    - ✓ Additional remarks/suggestion for additional Shadow Committee meetings/working groups, etc, if any.
-

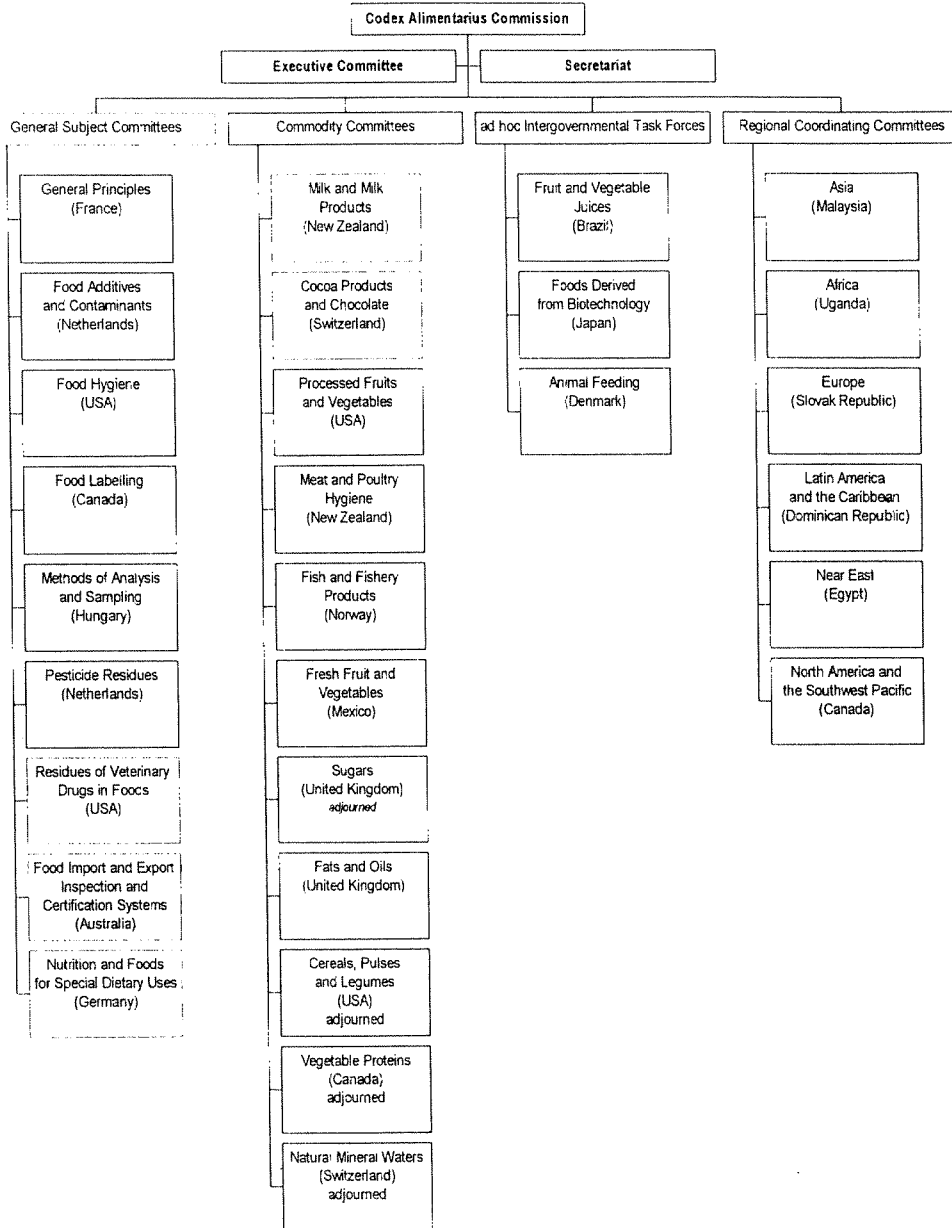
**ATTENDING CODEX AND RELATED MEETINGS**

**STRATEGIC APPROACH TO SECURING COOPERATION AND ASSISTANCE FROM INTERNATIONAL AGENCIES**

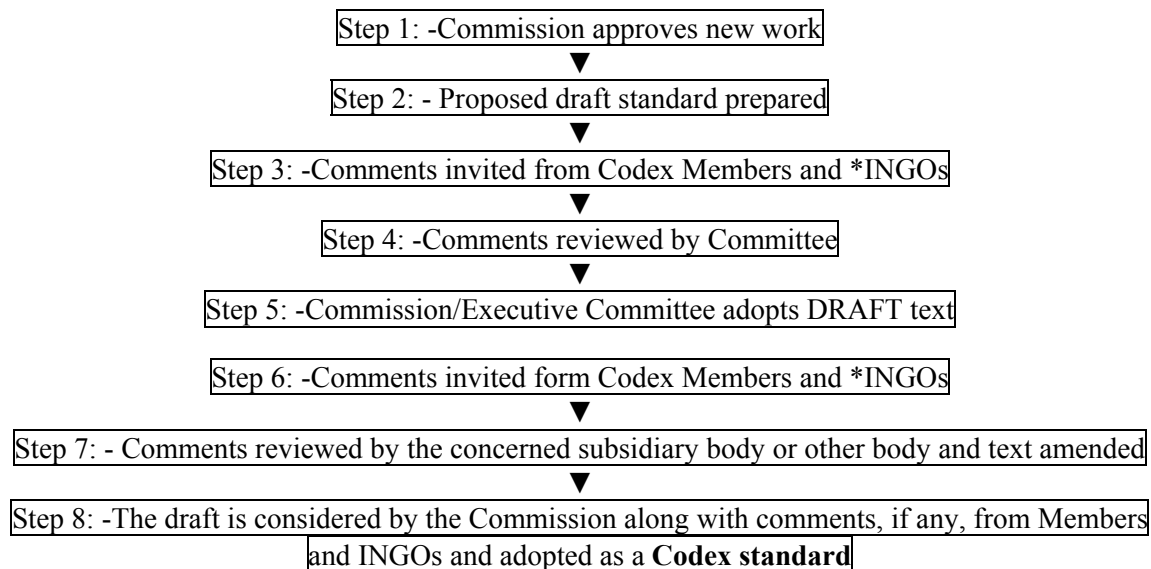
	<b>ACTION</b>	<b>CONTENT</b>
1.	Identify type of meeting	CAC, Committee, Task Force, Working/Drafting Group, related Conference, etc.
2.	Identify need	<u>Justification</u> What issues are involved. Supporting data, if required. Any economic impact. National priority.
3.	Identify agency	Has there been an ongoing relationship with the international agency. Does the agency have an ongoing program/project in India. Benefits from a particular organization, eg Consistency with a current project, etc.
4.	Identify perceived outcomes from attendance	Beneficiaries of participation. National priority. Short-long term gains. Risks if no participation.
5.	Identify other potential sources of funding	CAC trust fund. Project finding/body. Trading partner/country aid agency. INGO (eg, ILSI) Domestic budget.
6.	Prepare proposal, endorsement from relevant authority and submit	Time is the most important factor in preparation and submission of proposals of this kind. Early applications have better chance of being approved.
7.	Feedback to funding agency	To whom and in what form. Undertaking if funding provided.

# Codex Organogram

## Joint FAO/WHO Food Standards Programme



### CODEX PROCEDURE FOR ELABORATION OF STANDARDS AND RELATED TEXTS



The Commission may authorize, on the basis of two-thirds of majority of votes cast, the omission of Steps 6 and 7 where such an omission is recommended by the concerned subsidiary body based on urgency and likelihood of new scientific information becoming available in the immediate future.

\* INGOs stands for international Non-Government Organizations



## Understanding the Codex Text-

The Commission has devised uniform system of references for Codex documents, which is outlined in the Codex Procedural Manual. In brief the system could be described as follows:

- The Commission paper including reports from Committees and CAC agenda papers are denoted as ALINORM. If the document is for a session to be held in the year 2003, it would be identified by the series ALINORM 03/1,2,3 etc. (the number 1, 2, 3, indicates the consecutive number of the document).
- In all other cases of referencing Codex documents, CX, which stands for Codex, should appear first, followed by the subject code reference, followed by the year in which the session will be held (i.e. not necessarily the year in which the document is prepared), and finally followed by the consecutive number of the document. For example documents prepared for a session of the Codex Regional Coordinating Committee for Asia, meeting in 2002, would be identified by the series CX/ASIA 02/1, 2, 3 etc. The only exception is the Executive Committee in which the session number is also identified: e.g. CX/EXEC 03/48/ 1, 2, 3 etc. In exceptional cases where two or more meetings of a Committee or Task Force are held in the same calendar year, the same identification system will be used with the letter “A, B, etc.” following the abbreviated calendar year.
- “Circular letter” from the Codex secretariat to the Member countries conveying requests and other information is referenced as CL 2003/I, 2, 3 etc.

**2. Contents of Codex standards and related text-**As per Codex Procedural Manual, standards and related text [includes codes, guidelines and recommendations] drawn up by a Codex Committee should bear a preface outlining: -

- the description of the standard or related text
- a brief description of the scope and purpose of the standard or related text
- 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
- matters in the draft standard or related text requiring endorsement or action by other Codex Committees

**3. Format for Codex Commodity Standards and their Content-** A format for Codex Commodity Standards and their content is provided by the General Principles of the Codex Alimentarius. It includes the following categories of information:

- *Scope*-including the name of the standard
- *Description, essential composition and quality factors*- defining the minimum standards for the food
- *Food Additives*-only those cleared by FAO and WHO may be used
- *Contaminants*-
- *Hygiene*
- *Weight and Measures*
- *Labelling*
- *Methods of analysis and sampling*

In addition to commodity standards, the Codex Alimentarius includes *general standards*, which have across- the-board application to all foods and are not product –specific. There are also documents entitled *Principles and Guidelines* [e.g. Food Import and Export Inspection and Certification Systems, Principles

for the Establishment and Application of Microbiological Criteria for Foods]; *Codes and Recommendations* [e.g. Recommended International Code of Practice-General Principles of Food Hygiene, and other relevant Codex texts Codes of Hygienic Practice and Codes of Practice, Code of Ethics for International Trade in Foods]. There are general standards or recommendations for: -

- Food labeling
  
- Food additives
- Contaminants
- Methods of analysis and sampling
- Food hygiene
- Nutrition and foods for special dietary uses
- Food import and export inspection and certification systems
- Residues of veterinary drugs in foods
- Pesticide residues in foods

All the documents relating to Codex standards, Principles, Guidelines, Codes and Recommendations are classified into 13 volumes in hard publications, World Wide Web and CD-ROM. The subject of each volume is already outlined in section I.

\*\*\*\*\*