

**FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA
FOOD AND DRUG ADMINISTRATION BHAWAN
KOTLA ROAD, NEW DELHI – 110002**

**GUIDELINES FOR
NATIONAL CODEX COMMITTEE (NCC), CODEX COORDINATING GROUPS
(CCGs) AND NATIONAL CODEX CONTACT POINT (NCCP);
AND
PREPARATION OF NATIONAL RESPONSE ON MATTERS RELATED TO CODEX
ALIMENTARIUS AND PARTICIPATION IN CODEX MEETINGS**

ACRONYMS

ALOP	Appropriate Level of Protection
CAC	Codex Alimentarius Commission
CCCF	Codex Committee on Contaminants in Foods
CCFA	Codex Committee on Food Additives
CCFH	Codex Committee on Food Hygiene
CCFICS	Codex Committee on Food Import and Export Inspection and Certification Systems
CCFL	Codex Committee on Food Labelling
CCGP	Codex Committee on General Principles
CCMAS	Codex Committee on Methods of Analysis and Sampling
CCNFSDU	Codex Committee on Nutrition and Foods for Special Dietary Uses
CCPR	Codex Committee on Pesticide Residues
CCRVDF	Codex Committee on Residues of Veterinary Drugs in Foods
CCCPL	Codex Committee on Cereals, Pulses and Legumes
CCFFV	Codex Committee on Fresh Fruits and Vegetables
CCFO	Codex Committee on Fats and Oils
CCPFV	Codex Committee on Processed Fruits and Vegetables
CCSCH	Codex Committee on Spices and Culinary Herbs
FAO	Food and Agriculture Organization
IPPC	International Plant Protection Convention
JECFA	Joint FAO/WHO Expert Committee on Food Additives
JEMRA	Joint FAO/WHO Expert Meetings on Microbiological Risk Assessment

JMPR	Joint FAO/WHO Meeting on Pesticide Residues
JEMNU	Joint FAO/WHO Expert Meeting on Nutrition
NCCP	National Codex Contact Point
OIE	Office International des Epizooties (OIE), in English, World Organization for Animal Health
SPS	Sanitary and Phyto-Sanitary
TBT	Technical Barrier to Trade
WTO	World Trade Organization
WHO	World Health Organization
ISO	International Organization for Standardization
OIV	Organizzazione Internazionale della Vigna e del Vino (International Organisation of Vine and Wine)

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CHAPTER-I

1. PURPOSE

These guidelines may be called the Food Safety and Standards Authority of India Guidelines for National Codex Committee (NCC), Codex Coordination Groups (CCGs) and National Codex Contact Point (NCCP); and Preparation of National Response on Matters related to Codex Alimentarius and Participation in Codex Meetings, 2020.

2. DEFINITIONS

In these guidelines, unless the context otherwise requires:

- (i) “Act” means the Food Safety and Standards Act, 2006 (Act 34 of 2006);
- (ii) “Food Authority” means the Food Safety and Standards Authority of India, abbreviated as FSSAI, established under section 4 of the Act.
- (iii) “Chairperson” means Chairperson of the Food Authority, Codex Coordination Groups, National Codex Committee, as the case may be;
- (iv) “Chief Executive Officer” means Chief Executive Officer of FSSAI appointed under section 9 of the Act;
- (v) “Member” means member of the Indian delegation, National Codex Committee, Codex Co-ordination Groups as the case may be;
- (vi) “Delegate” means person whose nomination is approved as a member of the delegation.
- (vii) “Delegation” means a group of delegates, or a single delegate alone, representing the country in a meeting of the international standards setting bodies.
- (viii) “Regulation” means Regulations made under the Act;
- (ix) “Codex Secretariat” means Secretariat of the Codex Alimentarius Commission, hosted at FAO headquarters in Rome,.
- (x) “Codex Alimentarius Commission (CAC)” means the apex body, established jointly by the Food and Agriculture Organization (FAO) and the World Health Organization (WHO) in 1963 to implement the joint FAO/WHO Food Standards Program..
- (xi) “Conference Room Document (CRD)” means a document made available during the session of Codex Alimentarius Commission or its subsidiary bodies (Committee/ or Task Force) which may include reports of PWGs or in-session working groups; or comments submitted by a Codex member after the due date; or other unsolicited documents.

3. OBJECTIVES OF THE GUIDELINES:

- (i) To lay down the constitution of the National Codex Committee and Codex Co-ordination Groups and its subject specific Sub-Groups;
- (ii) To lay down core functions, responsibilities and working procedures of the NCC, Codex Co-ordination Groups and NCCP;
- (iii) To lay down guidelines for preparation of national responses to matters under consideration of Codex and FSSAI positions on matters under consideration of other international standards setting bodies such as ISO, OIV etc.;
- (iv) To establish guidelines for participation in international level meetings of Codex Alimentarius Commission and its subsidiary bodies;
- (v) To lay down the reporting and debriefing procedures that should be followed by the National Delegations to Codex meetings and for follow-up actions.

CHAPTER-II

4. INTERNATIONAL FOOD STANDARDS SETTING BODIES

4.1 Introduction

a) Codex Alimentarius Commission

The Codex Alimentarius is a joint body of FAO and WHO set up in 1963 with the mandate to develop international food standards, code of practices, guidelines, and other recommendations to protect health of consumers and ensure fair practices in food trade. India became a member of Codex Alimentarius in 1964.

The World Trade Organization, in its Sanitary and Phytosanitary (SPS) Agreement, recognizes the standards elaborated by the Codex Alimentarius Commission as the global reference standards for international trade in food.

The Agreement on Application of Sanitary and Phytosanitary Measures (SPS Agreement) and the Agreement on Technical Barriers to Trade (TBT Agreement), also encourages member countries to harmonise their national food standards with those of Codex Alimentarius. As such, Codex standards have become the benchmarks against which National food control measures and regulations are harmonised in accordance with the relevant provisions of World Trade Organization(WTO), Agreements .

b) International Standards Organization (ISO)

ISO is an independent, non-governmental international organization with a membership of 164 national standards bodies, to share knowledge and develop voluntary, consensus-based, market relevant International Standards that support innovation and provide solutions to global challenges. It was setup in 1946 and began operating in 1947. The Organisation develops International Standards and other deliverables for products, services, processes, materials and systems, and for conformity assessment, managerial and organizational practice.

The World Trade Organization's (WTO) Agreement on Technical Barriers to Trade (TBT), which includes the Code of Good Practice for the Preparation, Adoption and Application of Standards, recognizes the important contribution of international standards and conformity assessment systems to improve the efficiency of production and facilitate international trade.

ISO implements the principles adopted by the TBT committee that should be observed by international standardizing bodies. These include transparency, openness, impartiality and consensus, effectiveness and relevance, coherence, and the development dimension. ISO's global relevance policy details principles consistent with the WTO principles along with implementation guidelines to ensure that ISO standards are relevant to countries all around the world.

ISO developed methods of analysis in respect of food / food ingredients are also recognized under the Codex Alimentarius.

c) International Organisation of Vine and Wine -OIV (Organizzazione Internazionale della Vigna e del Vino)

The OIV is an intergovernmental organisation of a scientific and technical nature of recognised competence for its works concerning vines, wine, wine-based beverages, table grapes, raisins and other vine-based products and is based out of Paris, France. OIV currently has 46 members including India which joined the OIV in July 2012. OIV member countries account for 85% of wine production in the world.

OIV standards are benchmarks for correcting the faults in wine and improving quality of wines.

4.2 Participation of India in Codex, ISO and OIV work

a) Codex Alimentarius commission

- (i) FSSAI under administrative control of the Ministry of Health and Family Welfare has the primary responsibility to ensure availability of safe and wholesome food for human consumption and enforcement of food control and contribute to the development of international technical standards for food, sanitary and phytosanitary standards.
- (ii) The Food Safety and Standards Authority of India shall be the National Codex Contact Point (NCCP) for maintaining contact with the CAC, exchange of information, responding to queries, participation in meetings and such other functions as outlined in the Codex Alimentarius Commission procedural manual as amended from time to time.
- (iii) The Food Safety and Standards Authority India shall establish the National Codex Committee (NCC) and Codex Co-ordination Groups of the NCC for reviewing the agenda of the CAC and its subsidiary committees and finalizing India's comments on the various agenda items before they are sent for approval of the competent authority.

b) International Organisation for Standardization (ISO)

- (i) The Bureau of Indian Standards (BIS) is the national Standards Body of India working under the aegis of Ministry of Consumer Affairs, Food & Public Distribution with a mandate of harmonious development of the activities of standardization, marking and quality certification of goods and for matters connected therewith or incidental thereto.
- (ii) BIS, as the national standards body, shall be the liaison point for maintaining contact with the Secretariat of International Organisation for Standardization (ISO). BIS has established the mechanism to respond on matters related to ISO and also represents India in the International Organization for Standardization (ISO).

c) International Organisation of Vine and Wine -OIV (Organizzazione Internazionale della Vigna e del Vino)

The Membership of OIV lies with Ministry of Food Processing Industries.

CHAPTER-III

5. NATIONAL CODEX STRUCTURES AND THEIR WORKING

5.1 National Codex Committee (NCC)

National Codex Committee of the Republic of India (NCC-India) is a high level body constituted by the FSSAI and responsible for strategic leadership in, and coordination of, the Codex work programme at national level.

5.1.1 Core Functions of NCC

- (i) To monitor and review the work related to international food standards bodies like Codex Alimentarius Commission, ISO, OIV etc.
- (ii) To advise food authority on the implications of various food standardization, food quality and safety issues which have arisen and related to the work undertaken by the Codex, ISO, OIV etc;
- (iii) To recommend areas for capacity building of relevant stakeholders based on international developments in Codex, ISO, OIV etc.
- (iv) To recommend undertaking study and research work to tackle any issues resulting from the elaboration of international food standards including identifying stakeholder organizations to take action and where necessary generation of data or preparation of base documents for the purpose of supporting national positions in international standards setting bodies;
- (v) To oversee the work of Codex Co-ordination Groups within FSSAI.

5.1.2 Membership of NCC

- (i) **Constitution of NCC and its Members:** The Food Safety and Standards Authority of India shall constitute the National Codex Committee comprising of Chairs of Codex Co-ordination Groups and other officials / experts from relevant government departments / organizations concerned with food safety, food production and trade in food.
- (ii) **Chairperson, NCC:** Chairperson, Food Safety and Standards Authority of India, shall be the Chairperson of the National Codex Committee;
- (iii) **Member secretary-** NCCP will function as the member secretary of NCC;
- (i) **Changes to the Constitution of NCC** – The constitution of NCC may be reviewed, as and when required, and revised with the approval of the Chairperson of FSSAI on behalf of NCC. Constitution/reconstitution of the NCC shall be issued by the Food Authority in the form of an Order.

5.1.2 Working of NCC

The National Codex Committee shall meet at least twice a year, of which one should be held immediately after conclusion of a Session of the Codex Alimentarius Commission. Additional meetings may be convened at any time during the year as may be required.

5.2 National Codex Contact Point (NCCP)

National Codex Contact Point of the Republic of India is the central coordination point for all Codex activities within the country.

The Food Safety and Standards Authority of India (FSSAI) under the administration of Ministry of Health and Family Welfare, Government of India has been designated as the nodal point for liaison with the Codex i.e. the “National Codex Contact Point of India (NCCP)”.

5.2.1 Core Functions of NCCP

The NCCP shall perform the following core functions:

- (i) Act as the contact point for the country for maintaining liaison with the Codex Secretariat and Codex member countries;
- (ii) Coordinate all relevant Codex activities within India;
- (iii) Coordinate all relevant ISO, OIV activities within FSSAI;
- (v) Send comments on Codex documents or proposals to the CAC or its subsidiary bodies and /or the Codex Secretariat within the time frame;
- (v) Inform the relevant Chairpersons and the Codex Secretariat of the composition of Indian delegation;
- (vi) Maintain a library of Codex standards, Code of Practice, Guidelines and any other documents and publications on or related to Codex, ISO and OIV; and
- (vii) Promote Codex activities throughout India including building capacity effectively to take up Codex work;
- (viii) Assist National Codex Committee and Codex Coordination Groups in their work.

In order to discharge its core functions, the NCCP shall:

- (i) Keep track of international food standards work and ensure that international food standards during their development are practicable for local manufactures and do not hinder food trade;

- (ii) Collect, procure and analyze data for elaborating international food standards;
- (iii) Liaise with Bureau of Indian Standards and Ministry of Food Processing Industries on matters related to ISO and OIV.
- (iv) Disseminate information of international food standards to relevant government agencies, industry associations, primary producers' and consumer organizations etc.

5.2.2 Working of NCCP

The role of NCCP will be discharged by an officer not below the rank of Deputy Director, as may be designated by the FSSAI. NCCP will be supported by a secretariat based in the Codex Division of FSSAI at its Head Quarters.

5.3 Codex Coordination Groups and their Sub-Groups

Codex Coordination Groups (CCGs) and its Sub-Groups are Groups under the National Codex Committee constituted by the Food Authority to review and analyse matters under consideration of work related to international standards setting bodies (Codex, ISO, OIV etc.) vis-à-vis the work done at the national level.

There shall be 9 CCGs mandated to work on different subject matters covered under the work programme of different international food standards setting bodies. Individual CCGs covering multiple subject matters will be further divided into sub-groups, each corresponding to the specific work area of the respective Codex Committee and technical committees of other international food standards setting bodies.

Areas of Work: Areas of work and the agencies that will lead / co-lead the work of 9 CCGs and their sub-groups are detailed in the Table 1 below. FSSAI will primarily coordinate and service the functioning of all the CCGs and their Sub-Groups.

Table 1

S. No	Codex Coordination Group (CCG)	Sub-groups, if any	Ministry/Department/ Organizations/Agency responsible for CCG/Sub-group
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1	CCG 1 (Chemical)	i) Sub group on “Food Additives” ii) Sub group on “Contaminants in foods” iii) Sub group on “Pesticide residues in foods” iv) Sub group on “Residues of veterinary drugs in foods/ Antibiotic residues in foods”	<ul style="list-style-type: none"> • FSSAI (for food additives and contaminants) • Ministry of Animal Husbandry (veterinary drugs in foods /Antibiotic residues) • Ministry of Agriculture and Farmer’s welfare (Pesticide Residues)
2	CCG 2 (Biological)	i) Sub group on “ Food Hygiene” ii) Sub group on “Meat Hygiene” iii) Sub group on “ GMO and foods”	FSSAI
3	CCG 3 (Foods of Plant Origin)	i) Sub group on “Cereals, Pulses and Legumes” ii) Sub group on “Fresh Fruits and Vegetables” iii) Sub group on “Processed Fruits and Vegetables” iv) Sub group on “Fats and Oils” v) Sub group on “Sugars” vi) Sub group on “Spices and Culinary Herbs”	<ul style="list-style-type: none"> • FSSAI(Cereals pulses and Legumes) • Ministry of Agriculture and Farmers’ Welfare(FFV) • FSSAI(Processed fruits and Vegetables, Fats and Oils, Sugar) • Spices Board, Ministry of Commerce and Industry (MoCI) (Spices and culinary herbs)
4	CCG 4 (Foods of Animal Origin)	i) Sub group on “Milk and Milk products” ii) Sub group on “Meat and Meat products” iii) Sub group on “Fish and Fishery Products”	<ul style="list-style-type: none"> • Department of Animal Husbandry and Dairying; Ministry of Fisheries, Animal Husbandry and Dairying (Milk and Milk products) • FSSAI (Meat and meat products) • Department of Fisheries; Ministry of Fisheries, Animal Husbandry and Dairying (Fish and Fish products)
5	CCG 5 (Food Testing)	-	FSSAI
6	CCG 6 (Water and Beverages)	-	FSSAI
7	CCG 7 (Nutrition)	-	Ministry of Women and child development (NFSDU)
8	CCG 8 (Packaging and Labelling)		FSSAI

9	CCG 9 (Principles & Procedure s)	i) Sub group on “CAC, ii) Sub Group on “CCASIA” iii) Sub group on “ General Principles” iv) Sub group on “Food Import and Export Certification Systems”	<ul style="list-style-type: none"> • FSSAI (CAC, CCASIA, General Principles) • Ministry of Commerce and Industry (Food Import and Export Certification Systems)
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5.3.1 Core Functions of Codex Coordination Groups (CCGs)/Sub-groups

- (i) Develop India’s position on matters under consideration of Codex;
- (ii) Develop position of FSSAI in matters related to food safety under consideration in other international food standards setting organizations such as ISO, OIV etc.;
- (iii) Review and identify gaps in national food standards based on review of international practices/standards and make recommendations for revisions, including harmonization of national food standards with global standards;
- (iv) Identify / recommend areas of research / needs for data generation for the purpose of strengthening national position in matters under consideration of the international food standards setting bodies;
- (v) To propose composition of delegations for participation in meeting of the Codex in consultation with NCCP;
- (vi) Identify areas for development of national codes of practice, including review and adaptation of the codes of practice developed by international food standard setting bodies as national COPs;
- (vii) In addition to the above, specific ToRs may also be assigned to each of the CCGs/sub-groups based on the relevance of its area of work, if required.

5.3.2 Membership of CCGs

- (ii) Broad membership of the Codex Co-ordination Groups includes officials/representatives of relevant Government Ministries, Departments and Organizations concerned with food safety, food production and trade in food; some scientific organizations such as universities and research institutions; and industry associations. The membership of each CCG will be based on the relevance of stakeholder organization and the members’ expertise to the work area of the CCG.
- (iii) Experts in the relevant field or individuals with a keen interest and extensive expertise in Codex matters may be co-opted (as special invitees) in the Codex Co-ordination Groups. Relevance of such experts would be reviewed from time to time to ensure that they meet the requirements of the NCC in respect of the ongoing Codex work.
- (iv) Each CCG will have a pool of up to 40 experts/members from among the following categories -

- (a) Members from ministries/departments/organizations, who were part of the erstwhile Codex shadow committees, as appropriate;
 - (b) Domain experts drawn from relevant Scientific Panels and NetSCoFaN groups;
 - (c) Representatives (technical/regulatory) from industry associations and consumer organizations.
- (v) Participation of members in the meetings of Codex Co-ordination Groups shall be reviewed biennially, and those members who have ceased to participate in the activities of relevant Codex Co-ordination Groups may be replaced with new members in consultation with other members of the CCG.
 - (vi) Officers in the rank of Joint Secretary or above in the Food Authority or the nodal Ministry/Department which handles the subject area at the policy level, shall be nominated as the Chairpersons of these Codex Co-ordination Groups and its Sub-Groups. In the absence of aforementioned chairpersons of relevant CCGs, NCCP may chair the meeting.
 - (vii) Membership of all the CCGs shall be issued by the Food Authority in the form of an Order.

5.3.3 Responsibilities of the Chairpersons of Codex-coordination Groups and their Sub-Groups

Chairpersons of CCGs and their Sub-Groups shall have the following responsibilities:

- (i) Conduct the meetings of the CCGs and its sub-groups and ensure the respect for targets for completion of work;
- (ii) Motivate others to complete the work they have promised to do so by the time agreed; NCCP can be called on for assistance;
- (iii) Ensure that India's position/comments are finalized for submission before the deadline or at least 15 working days before the main session;
- (iv) Take feedback from the delegation after the Codex meetings and identify areas of work, time frame and the department / institute/ organization for initiating actions in preparation for the next Codex meeting;

5.3.4 Roles of relevant Government Ministries/Departments and other Associations/Organizations

- (i) Facilitate collection of all relevant data and information as decided in the meetings of the Codex Co-ordination Groups / Sub-Groups;
- (ii) Participate in the meetings of the Codex Co-ordination Groups / Sub-Groups as required and contribute to the development of written comments and national position;

- (iii) Nominate suitable officer(s), well in advance, having expertise and/or knowledge in the respective subject for participation as member(s) of Indian Delegation in Codex meetings.
- (iv) Facilitate their nominated officials in obtaining political clearance, and other administrative approvals required for their participation in the codex meetings in a timely manner;
- (v) Initiate actions with respect to commissioning of studies, generation of data and follow-up of Codex meetings and any other related work as may be decided by the Codex Co-ordination Groups / Sub-Groups.

5.3.5 Working Procedure of the Codex Coordination Groups / Sub-Groups

a) Coordination with Scientific Panels and NetSCoFaN

The work areas of CCGs are mapped and aligned, as under, with the work areas of existing 21 Scientific Panels, 8 NetSCoFaN groups and subsidiary bodies of the international food standards setting bodies for a focussed coordination with the aim to effectively converge food safety related work at national level:

Codex Coordination Groups	Scientific Panels	Codex Committees	NetSCoFaN Group
1. Chemical	(i) Food additives, flavoring, processing aids and material in contact with food (ii) Pesticide Residues (iii) Antibiotic residues (iv) Contaminants in food chain	1. Food additives 2. Pesticide Residues 3. Residues of Veterinary Drugs in Foods 4. Contaminants in Foods	- Chemical
2. Biological	(v) Biological hazards (vi) Genetically modified Organisms and foods	5. Food Hygiene 6. Meat Hygiene	- Biological
3. Nutrition	(vii) Functional foods, nutraceuticals, dietetic products and other similar products (viii) Nutrition and Fortification	7. Nutrition and Foods for Special Dietary Uses	- Nutrition and claims
4. Foods of animal Origin	(ix) Milk and milk products (x) Meat and meat products (xi) Fish and fish	8. Milk and Milk products 9. Fish and Fishery Products	- Foods of animal Origin

	products		
5. Foods of Plant origin	(xii) Cereals, Pulses, Legumes and their products (xiii) Fruits, Vegetable and their products (xiv) Spices and Culinary Herbs (xv) Sweet and Confectionary, Sweeteners, Sugar and Honey (xvi) Oils and fats	10. Cereals, Pulses and Legumes 11. Fresh Fruits and Vegetables 12. Processed Fruits and Vegetables 13. Spices and Culinary Herbs 14. Fats and Oils 15. Sugars	- Foods of Plant origin
6. Water and Beverages	(xvii) Water (including flavored water) and Beverages (alcoholic and non- alcoholic)	16. Natural Mineral Waters	- Water and Beverages
7. Food testing	(xviii) Methods of Analysis and Sampling	17. Methods of Analysis and Sampling.	- Food testing
8. Packaging and Labelling	(xix) Labelling and Claims/ Advertisements (xx) Packaging	18. Food Labelling	- Safer and Sustainable Packaging
9. Principles and procedure	---	19. Alimentarius Commission 20. CCASIA 21. General Principles 22. Food Import and Export Certification Systems	----

b) Meetings of the Codex Co-ordination Groups / Sub-Groups

- (i) The schedule of the meeting of the CCGs / Sub-Groups shall be drawn up by the NCCP. The meetings should be convened with at least two to three agenda items under consideration of Codex /ISO/OIV being available;
- (ii) Meeting of the CCGs shall be convened by NCCP as per the schedule prepared;
- (iii) FSSAI in general will chair meetings of all CCGs and Sub-Groups. However, in respect of certain matters related to Codex, the concerned Nodal Ministries/Departments/ Organizations as mentioned in Column 4 of Table 1, would chair the meetings of the respective CCGs or their Sub-Groups.

Further, in the absence of aforementioned chairpersons of relevant CCGs, NCCP may chair the meeting.

- (iv) The minutes of the meeting of the CCGs / Sub-Groups duly approved by the Chairperson shall be forwarded to the members of the Committee by email / fax / courier within a period of seven working days;
- (i) The members shall offer their comments, if any on the recording of the minutes within a period of three working days from the date of receipt of the minutes. If no comments are received within the stipulated period, the minutes will be considered as approved.

c) Consultative Process

- (i) NCCP shall circulate the agenda documents w.r.t. Codex, ISO and OIV to the members of the respective CCGs / Sub-Groups by email inviting their comments on the agenda item(s) as per **Annex 2**. Members may also download the codex agenda documents electronically from the Codex website;
- (ii) Detailed discussion shall be done in CCGs / Sub-Groups to identify any concerns in respect of the agenda documents under consideration and how could these be addressed to best suit the national interest;
- (iii) India/FSSAI position, as required, shall be formulated based on the discussions in CCGs / Sub-Groups and taking into consideration the followings:-
 - ❖ scientific evidence, preferably supported by documented literature including risk analysis / risk assessment data that will contribute to consumer health protection
 - ❖ national policy/ legislation
 - ❖ Sanitary and Phyto-Sanitary (SPS) and Technical Barrier to Trade (TBT) implications (including economic impact analysis)
 - ❖ impact of other country positions, and
 - ❖ previous positions, if any, on the subject matter;
- (iv) As far as possible, the CCGs / Sub-Groups should discuss in advance if the delegations may offer to be involved in any working / drafting groups that may be established in the meetings of the Codex Committees;
- (v) Identify countries with whom India may liaise and find out what are their positions on a particular subject / issue. If necessary, the comments / previous positions of other countries may be reviewed. This may help to identify potential allies;

d) National positions on matters related to Codex

- (i) National position is the official comments by a country, submitted to the Codex secretariat or the host country secretariat of a Codex committee, which will be published on Codex website as country comments.
- (ii) The consideration of an issue within Codex is usually not a one-time matter; often the issue may be on the agenda for several sessions. Attempts may be made to understand the history, so that developing a position would be done within the context. The Codex Committee may generally not revisit comments or interventions on issues that it has already discussed and on which it has taken a decision. The flow chart for preparing the national position is as per Annex 1;
- (iii) The final decision on the national position may be taken on the basis of consensus among the members of the relevant CCGs / Sub-Groups and views of the NCCP.
- (iv) National position as prepared by CCGs / Sub-Groups shall be submitted for approval of the Chairperson of NCC. Post approval, NCCP shall forward the same to the host secretariat of Codex Committee / Codex Secretariat for consideration of the respective Codex Committee.

e) FSSAI position on matters related to ISO, OIV etc.

FSSAI's position as prepared by CCGs / Sub-Groups shall be submitted for approval of the Chairperson of NCC. Post approval, NCCP shall forward the same to the Contact Points in the responsible Ministry / Organization, as the case may be, for their consideration while framing national position.

CHAPTER-IV

6. PARTICIPATION IN CODEX MEETINGS AT INTERNATIONAL LEVEL

6.1 Delegation to the Meeting

- (i) Delegation may comprise of officials/experts from relevant Ministries/ Departments/Organizations, research institutions, industry associations, consumer organizations, and other notable experts;
- (ii) Nomination(s) from Ministries/ Departments/Organizations, research institutions, industry associations, consumer organizations for participation in the codex meeting shall be sent to NCCP for placing before the concerned CCG / Sub-Group;

- (iii) The concerned CCG / Sub-Group shall recommend the Indian delegation for participation in respective Codex Committee / CAC / Task Force, as the case may be, based on the nominations received and relevance of the nominees' expertise to the matter(s) under consideration; Screening and identification of candidates to attend codex meetings shall be based on the specified criteria (Annex 3);
- (iv) Consistency in Indian delegations is very important. However, as new issues evolve with changes in meeting agenda items, it may be necessary to review and change the delegation members accordingly in order to ensure appropriate expertise is represented for the meeting;
- (v) Chairperson of the concerned CCG / Sub-Group shall also identify one of the delegation members as 'Head of the delegation' and ensure participation of a representative (preferably subject matter expert) from the concerned ministry/department/agency/affiliated institutions in the Codex meeting as member of Indian delegation.
- (vi) The concerned CCG / Sub-Group shall ensure that composition of the delegation is finalized well in advance or at least one month before the session;
- (vii) Indian Delegations recommended by CCGs / Sub-Groups shall be approved by the Chairperson of NCC;
- (viii) Information about Indian Delegation shall be communicated to the delegation members and to the Codex and the host committee secretariats by NCCP well in advance;
- (ix) The Indian delegation shall be registered through online registration system of Codex by the NCCP and same shall be intimated to all the members of the delegation. For this, each member of delegation should send the following information to NCCP:-
 - name and designation;
 - address and contact details;
 - e-mail id;
 - copy of the passport.
- (x) Non-government members of the Indian delegation should submit a written undertaking to NCCP as per the format provided in **Annex 5**.

6.2 Responsibilities of the Head of delegation and Members

- (i) The members of Indian delegation for Codex session/meetings should consistently participate in the meetings of the concerned CCG / Sub-Group so that they are fully aware of the deliberations at the national level on each of the Codex agenda items and the stand to be taken at the international forum;
- (ii) The members of the Indian delegation shall assist the head of the delegation during the Codex session/meetings, but the final stand/views may be decided/ expressed only by the head of the delegation. The other

members of the delegation may express their views on any item only with the permission of the head of the delegation;

- (iii) Non-government members of the Indian delegation are not expected to interact or intervene on behalf of the government at any Codex session. The Non-government members shall not negotiate or purport to negotiate for the government. In case only non-government member/members represent India in any particular Codex session/ meeting and there is no government representative accompanying him/her, his/her oral/written submission in a session/meeting shall strictly adhere to the official brief given to him/her by the NCCP. He/she shall not take any individual position supporting the interest of his/her organization or otherwise which may not be in line with the government stand on the matter;
- (iv) The Indian delegation shall be physically present throughout the entire deliberations of the Codex session/meetings. They shall attentively watch the submissions made by the delegates of other countries on any particular item for timely intervention in the interest of India. In case if it is decided to record opposition to any decision, irrespective of the fact as to whether the decision has been made by consensus or by vote, the Head of the Delegation may request the Chairperson of the respective Codex session/ meeting for a statement of India's stand/ position to be included in the report of the session/ meeting;
- (v) The Indian delegation should brief NCCP about the deliberations held in the session within 7 working days of return from the Codex session/meeting;
- (vi) The Head of the Delegation shall submit a delegation report to the NCCP within a period of 30 working days;
- (vii) The Head of the Delegation should give debriefing presentation on the deliberations held and way forward in a meeting which may be called upon by NCCP as and when required. The format of the presentation shall comprise of following:-
 - a) Meeting date and venue;
 - b) Composition of the Indian delegation;
 - c) Important Agenda:- 1) What was the India's Concerns; 2) What decisions was taken by the committee;
 - d) Way forward;
 - e) Suggestions to the concerned CCG / Sub-Group, if any?

6.3 Travel Arrangements and other expenses

- (i) Generally, all expenses on travel of delegates for Codex meetings shall be borne by the concerned Ministries/Departments/Organisations the delegates represent.
- (ii) Financial support for the following may be considered and approved by the competent authority of FSSAI based on the requests received:

- Participation of independent experts in the meetings of CCGs / Sub-Groups, and
- Participation of independent experts/nominees of government organizations in Codex sessions/meetings at international level, if approved as members of the Indian delegation.

6.4 Involvement of Embassies and High Commissions

- (i) A copy of these guidelines may be made available to all the Indian Embassies/ High Commissions located in the host countries.
- (ii) The NCCP shall also inform Indian Diplomatic Mission in the host country or the nearest Indian Mission where Codex session/ meeting is scheduled about India's participation in the Codex meeting along with composition of Indian delegation.
- (iii) The Head of the Indian delegation, accompanied by other members, may call on the Ambassador/ Consular General/ Officer-in-Charge with prior appointment before the commencement of or during the Codex session/meeting and brief them about the session/meeting.
- (iv) In case it is not possible to send any delegation from India, the concerned Indian Embassy/High Commission in the host country may be requested by the NCCP to depute its concerned official(s) for participation in the session/ meetings and arrange to send a report of participation to the NCCP in India.

6.5 Delegation Report

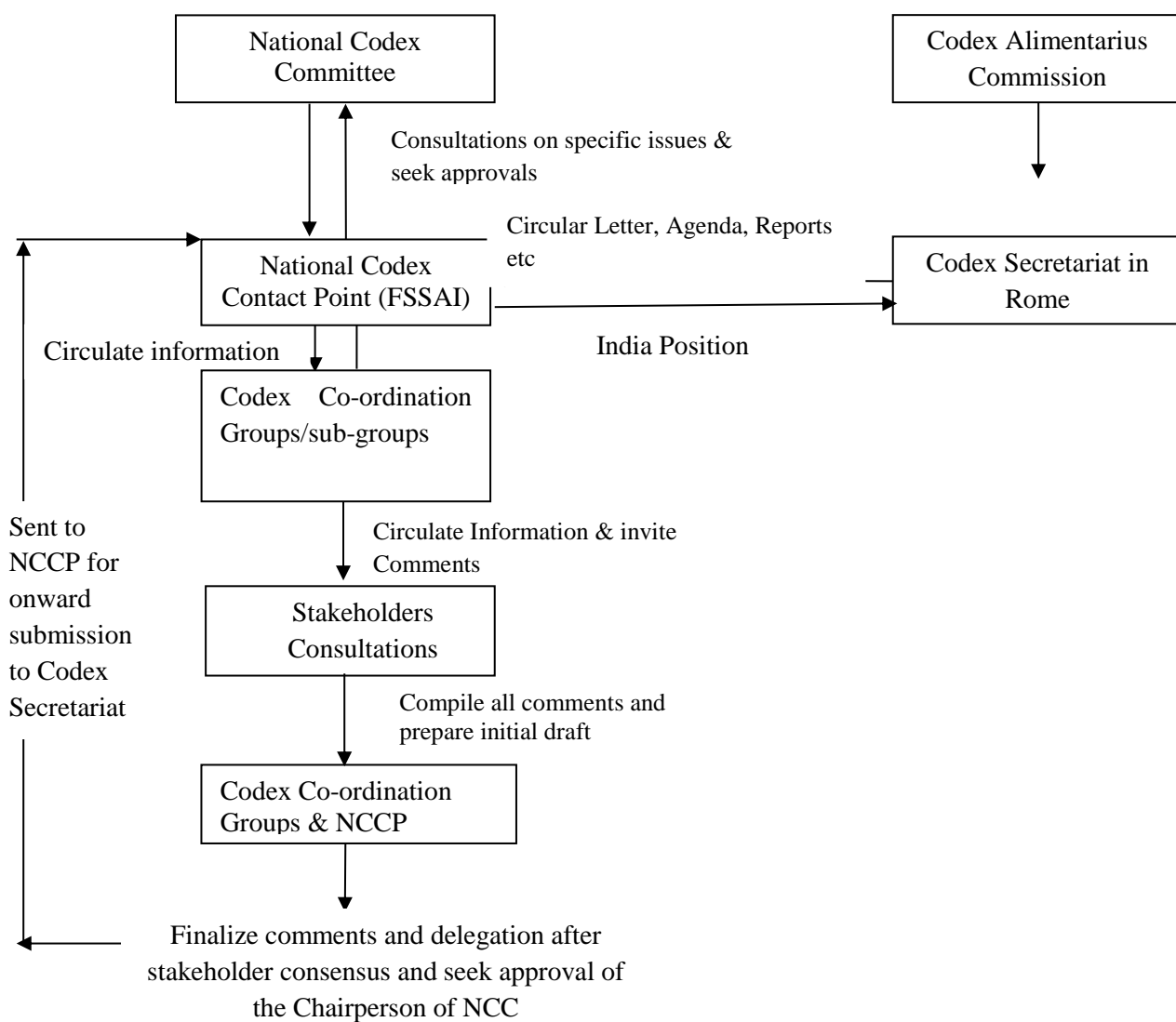
- (i) The delegation report shall be submitted by the Head of the Delegation to NCCP within a period of 30 working days.
- (ii) The delegation report shall be as per the format provided at **Annex 4**. The delegation report prepared by the Head of the Delegation may be circulated to the members of the respective CCG / Sub-Group.

6.6 Follow up Action

- (i) The Codex Co-ordination Groups / Sub-Group should necessarily meet to follow up the deliberations with Delegation Head. The final report may be reviewed by the CCG / Sub-Group and issues of significance to the country.
- (ii) The NCCP / NCC / CCG /Sub-Group shall identify and NCCP shall approach the concerned industry/ institutions/ experts/ consumer organizations, etc. relevant to the emerging actionable points from the Codex committees; along with requisite actions including data generation, studies and research work and timelines, in preparation of the next session, if required. Studies may be initiated and resourced, where needed.

CHAPTER – V (ANNEXURES)

Annex-1: Process Flow for Preparation of National Position



**Annex-2: Format for Comments to be Submitted to Codex Co-ordination
Groups on Agenda Documents**

Name and Session of the Codex /ISO/OIV Committee
Name of the Agenda Item

General Comments:			
Rationale (if any):			
Specific Comments:			
Paragraph No. and Section No./Name	Comments	Rationale	Technical/commercial or other relevant information/data in support of the proposal or against

Annex-3: Desirable Criteria of the Delegates for CODEX Meetings at International Level

- (i) Expertise in the respective subject matter;
- (ii) Experience on Codex matters and history of the subject;
- (iii) Role played in NCC / CCGs/Sub-groups, as applicable;
- (iv) Abilities to carry nationally agreed positions based on the standard written, brief given by the NCCP on the basis of recommendations of the Codex Co-ordination Groups or as the case may be. They may also be able to negotiate formally as well as informally with the delegates of other countries to seek their support on behalf of the country;
- (v) Have the ability to respond to unannounced/unforeseen issues that may arise during Codex meetings, thereby protecting the Government of India's interest;
- (vi) In exceptional circumstances where no government representative may be spared for the meeting of the Codex Committee, non-government officials may be participating in the session/meeting and Indian Embassy/High Commission in the country hosting the session/meeting may be requested to depute an officer to attend the session/meeting to be the member of the Indian delegation.

Annex-4: Format for Indian Delegation's Report of Participation in Codex Meetings

(To be submitted by Head of Delegation within 30 days)

- (i) Title and Number of Codex Session
- (ii) Date and Place of Codex Session
- (iii) Name and Position of Head of delegation and Members of delegation alongwith the name of Ministry / Organization they represent
- (iv) Executive summary of the recommendations / decisions taken at the Session with particular reference to those that have a potential economic / trade implication
- (v) A gist of discussion on each agenda item and general alignment of countries
- (vi) Whether the National position was accepted at the Codex Session
- (vii) Whether any National position needs to be taken up again at the subsequent Session or in the CAC if reservation was noted (*also give rationale*)
- (viii) Recommendations as:-
 - a) A compilation of adopted standards or texts with suggestions for aligning with National Regulations
 - b) Future course of actions/ follow-up actions on the part of India, if any
 - c) Additional remarks/suggestions, if any.

Annex-5:

Undertaking from the Non-Government member of the Delegation

I.....working in
(organisation/association), hereby undertake that, being the part of Indian
Delegation to the Codex Committee on,
shall comply with all the rules and responsibilities as laid down in the guidelines
established by FSSAI, including that, as reproduced below:

“6.2(iii) Non-government members of the Indian delegation are not expected to interact or intervene on behalf of the government at any Codex session. The Non-government members shall not negotiate or purport to negotiate for the government. In case only non-government member/members represent India in any particular Codex session/ meeting and there is no government representative accompanying him/her, his/her oral/written submission in a session/meeting shall strictly adhere to the official brief given to him/her by the NCCP. He/she will not take any individual position supporting the interest of his/her organization or otherwise which may not be in line with the government stand on the matter”.

(Signature)

Name & Designation:

Organisation/Association:

Email Address:

Mobile no.:

Date:

The NCCP

FSSAI