PROCEDURAL MANUAL **FOR CODEX GHANA**

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INTRODUCTION

The Codex Alimentarius Commission (CAC) is a joint Food and Agriculture Organization (FAO) and World Health Organization (WHO) Food Standards Programme responsible for formulating standards, codes of practice, guidelines and recommendations that constitute the Codex Alimentarius. Its members consist of government members of the United Nations organization who subscribe to become its members.

Over the years, the Codex Alimentarius has become an important global reference point for consumers, food producers and processors, national food control agencies, and all those involved in the international food trade. The code has had an enormous impact on food producers and processors as well as on the awareness of the end users - the consumers. Its influence extends to every continent, and its contribution to the protection of public health and fair practices in the food trade is immeasurable.

In Ghana, the National Codex Committee (NCC) is responsible for all Codex activities. This work is done in collaboration with the National Codex Contact Point (NCCP). The NCC is a consultative group to the Government of Ghana on food safety issues and it's made up of Stakeholder Institutions who contribute in ensuring food safety in Ghana. The NCC has oversight responsibility of all Codex activities in Ghana with coordination from the NCCP which serves as its secretariat.

The NCC provides a forum for discussions and formulation of national position(s) and responses to Codex draft standards. The NCC has representation from twenty-one (21) institutions with its chairmanship alternating between the Ministries of Health, Trade and Industry, Ministry of Fisheries and Aquaculture Development and Food and Agriculture. The activities of the NCC are funded by its Stakeholder institutions.

The Procedural Manual of Codex Ghana describes the legal foundations and practical functioning of the NCCP, NCC and its Subsidiary Committees. Knowledge of the contents of this Manual is essential for all national experts to participate effectively in the national Codex Programme.

The Procedural Manual of Codex Ghana is intended to guide the Secretariat of the NCC to effectively manage the work of the Codex Alimentarius. It facilitates carrying out effective consultations, providing inputs on technical and related issues arising from Codex Standards, codes of practice, Guidelines and other advisory texts. The Manual is also useful for Heads and Members of Ghana's delegation to the meetings of Codex especially, in presenting Ghana's position.

The importance of Codex Standards in International trade cannot be over emphasized. This is because Codex Standards are the benchmark, recognized by the World Trade Organization (WTO) agreement on Sanitary and Phytosanitary (SPS) in charge of Food safety and in cases of food trade disputes, will be used for arbitration.

The importance and responsibility of the NCC has therefore increased beyond the motives for its inception. This procedural manual has been developed as a guide for a vibrant, pro-active and technically balanced NCC.

The Procedural Manual has been organized into four sections as follows:

Section I: Rules and procedures for national Codex activities sets out the rules and procedures of the NCC and the NCCP.

Section II: Roles and Responsibilities of the Codex Contact Point contains internal procedures for strong liaison with the Codex Secretariat and host countries. It also elaborates the procedure for consultations with international organizations, regional bodies, Codex Members and relevant stakeholders at national level for purposes of consolidating Ghana's position in the CAC and its Subsidiary Committees.

Section III: Operation of the NCC and its Sub-Committees contains the procedures for nominating Chairpersons of Sub-Committees, responsibilities of Chairpersons and experts serving on Sub-Committees, consultative processes and formulation of positions, and linkages with relevant agencies for the purpose of harmonization of standards.

Section IV: Delegation management outlines the procedure for the selection of the Head and Members of National delegation from Ghana, CCP's responsibilities to Members of Delegation, Travel Arrangements, and Responsibilities of the Head of Delegation, Code of Conduct for participation in the Codex meetings and debriefing and follow-up activities after Codex sessions.

Further information on the NCCP, NCC and its Sub-Committees and Ghana's work under Codex may be obtained from:

> The Codex Contact Point Manager **Codex Contact Point Ghana Standards Authority** P. O. Box MB 245

Accra

Telephone: +233 302519758 Website: www.codexgh.org

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SECTION I

RULES OF PROCEDURES OF THE NATIONAL CODEX COMMITTEE OF GHANA

RULE 1: MEMBERSHIP

Head of institutions shall select representatives for NCC. Such representatives must be senior level officers who will consistently attend NCC meetings.

Membership of the NCC is open to all relevant government and representatives of non-governmental establishments with responsibilities in food safety and trade related issues, and appointed experts.

Any private institution, government department or identified expert that is not a member of the NCC but has a special interest and expertise in the work of the NCC may upon a request communicated to the NCC Secretariat be invited to attend meetings of the Committee, its Sub-Committees and ad hoc meetings as observers.

RULE 2: OFFICERS

The Chairmanship of NCC shall be alternated biennially among Ministry of Trade and Industry, Ministry of Health, Fisheries and Aquaculture Development and Ministry of Food and Agriculture while the secretariat of NCC shall be located in the Ghana Standards Authority.

The NCC Secretariat shall work in close collaboration and in agreement with the Chairpersons of the NCC and Chair of its Sub-Committees on all issues pertaining to Codex work.

RULE 3: RESPONSIBILITIES OF THE NCC

- 1. The NCC shall be responsible for:
 - i. formulating national positions to Codex meetings;
 - ii. providing guidance national policies on food safety and international food trade issues;
 - iii. advising the Government of Ghana, the Food Industry, and other relevant stakeholders on issues pertaining to the work of the CAC;
 - iv. appointing technical sub-committees whenever necessary for Ghana's effective participation in Codex.

2. The NCC shall provide a technical forum for:

- i. educating, sensitizing and enlightening the industries, consumers, and other stakeholder groups on food safety issues and best practices in food production, handling, storage, and distribution;
- ii. promoting the development and use of food standards;
- iii. determining priorities and recommending the development of national food standards required;
- iv. discussing issues relating to Codex and other regional food standards and marketing of foods:
- v. initiating the generation of scientific data through acquisition of grants for research or collaborative studies; collating, processing and analysis of data to enhance and enrich national, regional and international (Codex) standards;
- vi. promoting the implementation of activities of national food control system by the appropriate agencies to monitor compliance with regulations.

RULE 4: TECHNICAL SUB - COMMITTEES AND AD - HOC COMMITTEES

The NCC shall establish Technical Sub-Committees whose composition shall ensure an adequate representation of relevant stakeholders to discuss Codex texts and Codex related activities.

The NCC may establish ad hoc committees, as deemed necessary for the accomplishment of its tasks. The approval to do so shall be by two-third $(^2/_3)$ majority vote by members present at the meeting when the proposal for the establishment of ad hoc committees is made.

RULE 5: WORK PLAN AND REPORTING

Subject to area of responsibilities as stipulated in Section III, paragraph 3.1 of this Procedural Manual, each Technical Committee and/or NCC as a body shall elaborate yearly work plan in respect of activities in rule 3 and execute such programmes as appropriate.

The NCC shall report and make recommendations to the Government of Ghana through its Chairpersons.

RULE 6: AMENDMENT OF RULES OF PROCEDURES

The NCC may adopt and amend its own rules of procedure when required.

RULE 7: BUDGET AND EXPENSES

The NCC shall have an annual budget, which shall be included in the annual budget lines of the related Ministries, Departments and Agencies (Ministries of Health, Trade and Industry, Food and Agriculture, Ghana Standards Authority and Food and Drugs Authority).

All operating expenses of Sub-Committees of the NCC including those relating to meetings, documentation and distribution shall be borne by the NCC except where a governmental institution offers to fund the activities of a Sub-Committee.

SECTION II

ROLES AND RESPONSIBILITIES OF THE NCCP

1 Location of the NCCP

Ghana acceded to the CAC in 1966. The Government of Ghana has designated the Ghana Standards Authority (GSA) as the NCCP for Ghana. The NCCP Manager is appointed by the Director General of the GSA in consultation with the Chairperson of the NCC. The office of the NCCP is located within the Standards Division of the GSA.

2 Organizational structure and facilities

- i. The NCCP Manager is assisted by the Deputy NCCP Manager and other supporting staff of the Food, Chemistry and Material standards department of GSA to handle the work of Codex Ghana;
 - ii. An official e-mail address codex@gmail.com have been set up for rapid communication with stakeholders;
 - iii. The NCCP keeps both physical and electronic library of Codex documents, National Positions and Delegation reports from meetings of Codex.

3 Core Functions of NCCP for Ghana

The functions of the NCCP are based on the *Codex Procedural Manual and Regional Guidelines for Codex Contact Points and National Codex Committees (Africa) CAC/GL 43R-2003*. They are as follows:

act as the link between Ghana and the Codex Secretariat in Rome; 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;

- i. liaise with host countries of Subsidiary bodies/Task Forces functioning under the CAC;
- ii. coordinate and promote all relevant Codex activities within Ghana;
- iii. send national comments on Codex documents or proposals to the CAC or its Subsidiary bodies and/or the Codex Secretariat within a time frame;
- iv. act as the Secretariat of the National Codex Committee;

- v. 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 stakeholders Ministries, Departments and Agencies (MDAs), industry groups and trade associations, research institutions, academia and consumers;
- vi. maintain a library of Codex final texts;
- vii. receive the invitation to Codex sessions and inform(register) the Codex Secretariat of the names of Ghana delegate(s);
- viii. organize advocacy programmes to encourage food manufacturers to improve quality and hygiene management to meet requirements of Codex standards through workshops and trainings.

4 Codex Documents

Codex documents include:

- Provisional agenda & invitation to attend Codex meetings (CXs)
- Committee working papers (CXs)
- Request for comments (CXs and CLs)
- Information for delegates
- Circular Letters (CLs)
- Conference Room Documents (CRDs)
- Additional commission papers (LIMs)
- Reports of meetings (REP)
- Working group papers
- Delegation reports
- NCC and Sub-Committee agenda and minutes
- Additional information papers (INFs)

5. Procedure for Developing National Position

i. Reception of the call for comments

Documents are circulated to the Codex Contact Point electronically.

The NCCP must keep and regularly update an extensive list of stakeholders for consultation of issues of Codex especially Committees identified as priorities by the NCC.

Upon receipt of agenda documents from the Codex Secretariat in Rome or the host country, the CCP shall complete the request form for comments template as outlined below:

ii. Development of the request for comments and circulation

Hard and soft copies of documents are circulated to members of the sub-committee for their comments.

Draft Codex documents shall be shared on the website of Codex Ghana for comments from industry and other interested parties.

iii. Compilation of the responses

Comments are sent to the CCP electronically which are then compiled.

iv. Development of the national position

Codex sub-committees develop the national position based on scientific advice of experts.

v. Approval of national position

The agreed national position developed by the sub-committees is sent to the NCC for approval.

vi. Transmission of the national position to codex secretariat

Transmission is done electronically to the Codex and host country's secretariats.

Templates for requesting, providing comments and national position are outlined in Annex II.

The procedure is as follows:

Codex documents/agenda/meeting notice from the CAC



CCP for comments/participation



NCC/Sub Committee/interested Stakeholders for formulating Ghana's position



Ghana's position and delegation are suggested to the CCP by the concerned Committee



Approval by NCC/Chairperson of NCC



Ghana's position communicated to the CAC with names of delegation, if any by the CCP

6 Meetings of NCC and Sub-Committees

6.1 Scheduling meetings

- i. On receipt of advance time table of the meetings of the Commission/Subsidiary bodies/Task forces, the CCP will prepare a schedule of the meetings for the NCC and its Sub-Committees at least for the year under consideration citing venue.
- ii. The meeting dates should be made known to all.
- iii. In case any unscheduled meeting(s) of the concerned Sub-Committee/NCC needs to be convened by the CCP, the notice of the date, time and venue of the meeting shall be communicated promptly to members.

6.2 Attendance/Invitation

i. An expert who is not a permanent member of the Sub-Committee or NCC but who has the requisite competence to contribute to the subject under consideration may be invited to attend the meeting as an observer.

6.3 Meeting Material

- i. Prepare work plan for sub-committee
- ii. The NCCP shall prepare an agenda for each meeting of the NCC or Sub-Committee in consultation with the relevant Chairperson and working documents circulated well in advance of meeting date.

6.4 Minutes

- i. Recommendation on each agenda item should be arrived at by consensus.
- ii. All recommendations shall be recorded and read out to the members by the NCCP during the meeting.
- iii. Any member not inclined to accept the majority views, may request to record his/her reservation with reasoning and in that case his/her views shall be recorded but shall not be a part of Ghana's views to be sent to the Codex secretariat or the host country.
- iv. The minutes shall be drafted in the following lines:-
 - Name of the Committee/Sub Committee
 - Venue and date of the meeting
 - Name of the Chairperson
 - List of participants
 - Recommendations on the agenda items shall include agenda document number with a brief on issues involved, recommendation with reasoning, reservations if any and the name/names of the participant expressing the reservation with reasoning.

SECTION III

GUIDELINES FOR EFFICIENT OPERATION OF NATIONAL CODEX COMMITTEE AND ITS SUB-COMMITTEES

This Section of the Procedural Manual sets out the working procedures of the National Codex Committee of Ghana and its Sub-Committees for the purpose of consolidating Ghana's position in the activities of food standardization undertaken by the Codex Alimentarius Commission.

The section describes the Terms of Reference (ToRs) of the NCC, its Membership, Sub Committees and Electronic Working Group. The procedure for nomination of the Chair of the NCC and its Sub Committees as well as responsibilities of holding the Chair of any Committee has been outlined.

The consultative processes involved in engaging all the relevant stakeholders in consolidation of Ghana's position in Codex have been described.

1 Terms of Reference (TORs) of the NCC Ghana

The TORs for NCC Ghana are to:

- i. develop, implement and review a Strategic Plan for managing the National Codex Programme for Ghana;
- ii. formulate the country's response to the proposals of the CAC;
- iii. advise government on the implications of food standardization, food quality and safety issues which have arisen and within the context of work undertaken by the CAC:
- iv. advocate to the government and food industry to take appropriate action at national level to ensure that exported and imported foods comply with international standards;

2 Criteria for membership of NCC Ghana

Members of the NCC should be chosen based on following criteria: -

- i. Director or equivalent from relevant Ministries, Departments and Agencies involved in the portfolios of agriculture, animal husbandry and dairying, commerce, consumer protection, export development, food processing, foreign food trade, food control, SPS, environment, Health and child development,
- ii. Research Scientist or equivalent from academia or recognized institutions and other food safety organizations providing independent scientific advice.

- iii. Representative from the Industry and associations in the food value chain
- iv. Representative from recognized Consumer protection bodies affiliated to an International Consumer Organization
- v. Individual Members having expert knowledge of food processing/food quality and safety.

The head of the NCCP shall also serve as the Secretary of the National Codex Committee.

3 Sub-Committees of NCC

The NCC shall constitute priority Sub-Committees having experts in the relevant field to review and formulate Ghana's views on its behalf. The formulation of the sub-committee shall be based on the terms of reference of the various Committees of the CAC.

The list showing the counterpart Sub-Committees against the CAC and its Subsidiary bodies is outlined in Annex I.

3.1 Terms of Reference of the Sub-Committees

The Sub-Committees have to follow closely the workings of the CAC and the respective Codex Committees. The Terms of Reference of the Sub-Committees may therefore be generalized as follows:

- 1. To consider the TOR of the respective Codex Committee as the reference document for working of the Committee.
- 2. 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;
- 3. To study the overall impact of Codex agenda/document concerning relevant subject on agricultural/commercial/industrial/consumers' interest of Ghana and advise NCC/NCCP accordingly to take an appropriate stand at the CAC based on sound scientific rationale;
- 4. To draft a background document on the subject which is to be proposed as a new item by Ghana for consideration by the respective Committee;
- 5. To identify and engage appropriate stakeholders/experts/institutions capable of contributing to the work of the Committee including data generation;
- 6. To maintain liaison with the counterpart technical Committee on the subject working on food standardization at national level.

3.2 Functions and Responsibilities of Sub-Committees

The functions and responsibilities of the Sub-Committees are basically the same as the National Codex Committee (NCC-Ghana) as they have been authorized by the NCC (Ghana) to formulate national positions and advise the NCCP Ghana accordingly. However, these committees have to function under the guidance of the NCC Ghana.

3.3 Criteria for selection of Chairperson and members of the Sub-Committee

- The Chairperson of each Sub-Committee shall be a high level official dealing with the subject of the Sub-Committee in his/her Department.
- The Chairperson shall 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 Ghana's position.
- The Members of Sub-Committee representing Government, industry, consumers, research and academic institutions and individual experts shall have a core interest in the development of national and international standards and knowledge of the working of Codex.
- Members admitted to serve on Sub-Committees shall have expertise in the subject of the Sub-Committee.

3.4 Electronic Working Group (EWG)

Representatives of Electronic working groups are selected based on their expertise in the relevant field. Subject matter experts should be selected to represent the sub-committee in the respective electronic working group to respond to comments on draft documents.

3.5 Hosting of Secretariat of Sub-Committees

Where a Ministry, Department or Agency offers to host the Secretariat of a particular Sub-Committee, this Secretariat shall follow the procedure as set out in this manual for developing national position.

A meeting of the NCC or the concerned Sub-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 shall be prepared. Written comments shall be sent to the Codex Secretariat in advance by the NCCP in Format III(Annex

II). A copy of the written comments shall also be handed over to the delegation attending the meeting.

3.5 Linkages with relevant agencies

While examining any Codex text, the NCC and the relevant Sub-Committee must compare the document with national standards/regulations and recommend harmonization of national standards with Codex wherever feasible. The NCC and the relevant Sub-Committee may also advise the NCCP to convene joint meetings of the Sub-Committee and the concerned technical sub-committee of the Technical Committee for Food (a statutory committee of the Ghana Standards Authority) so as to arrive at recommendations for harmonization.

SECTION IV

DELEGATIONS TO CODEX SESSIONS AND DELEGATION MANAGEMENT

This last section of the Procedural Manual sets out criteria for selection of Head and Members of Ghana delegation participating in the meetings of Codex. Responsibilities of the Head of delegation that will ensure effective intervention in the Codex meetings and thus protect the interest of Ghana are outlined. A "Code of Conduct" for participation of delegations that will protect/maintain the good image of the country as well as to ensure consistent and meaningful participation in the international forum is also outlined in this section.

The procedures for proper briefing of members of a delegation to enable them to project the country's interest 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 Ghana becomes capable of playing a meaningful role in all future crucial meetings of Codex. Reporting on outcomes of Codex meetings is the responsibility of the Head of delegation and will enable the NCCP, NCC and other interested/concerned stakeholders to initiate follow up actions 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.

1.1 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 the Codex Website. The Commission generally holds one regular Session every year at the Headquarters of either FAO or WHO. In between two consecutive Sessions, meetings of Subsidiary Bodies/Regional Coordinating Committees or Task forces are also arranged. Reports of these subsidiary bodies form a 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 three 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 Head 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 Head of the country delegation.

1.2 Selection of the Head of delegations and delegation members

The responsibility for projecting the national position in the meetings of Codex solely rests with the Head of delegation.

The NCC or its relevant Sub-Committee will select and the NCCP will appoint by a written communication to the secretariat of the meeting, a Ghanaian delegate as the Head of the Ghana delegation to each Codex session and an alternate delegate who acts in the absence of the Head of delegation. The Chairperson of the NCC shall approve the nomination.

When possible, one of the concerned officials of the NCCP dealing with the subject matter shall accompany the delegation so as to maintain continuity in Ghana's position based on past records as well as to reflect national position.

The following criteria should be applied for the selection of the Head of the Ghana delegation and other delegates:

- i. The Head of delegation must be a government official, a member of the concerned Sub-Committee and preferably the expert nominee from the relevant government department/national institution.
- ii. Representatives of the delegation to the Subsidiary Codex Committees shall, insofar as possible, be available to serve in a continuing capacity and shall be an expert in the field of the respective subsidiary committee.
- iii. Delegates should have participated in at least, one of training session on Codex organized by the NCCP and understand the Codex working procedures.
- iv. Where no in-country government representative is available to lead a delegation to a meeting of a Codex subsidiary committee, the following shall apply:
 - a) The High Commission/Embassy in, or near, the Codex host country, shall be requested to make an official available to lead the delegation; or 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 Head of Delegation.
- iv. The Head of Delegation and other delegates must be prepared to attend meetings as required including actively participating in the work of the concerned Sub-Committee so that each one of them is fully aware of the deliberation at national level on each of the Codex agenda items and the national position/s to be taken at the international forum.

1.2.1 Attributes of the Head of Delegation/Alternate Head of Delegation

The Head of Delegation or the Alternate Head of Delegation must 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.
- Must be eloquent and capable of clearly articulating the national position.

1.3 Responsibilities of the Head of delegation

- i. Projecting the national position in Codex meetings
- ii. Leading and managing the Ghana Delegation during the Codex session
- iii. Representing the country in any formal or informal meetings during the Codex session
- iv. Assigning roles and responsibilities to other delegates prior to and during the meeting for purposes of enhancing Ghana's effective participation in the Codex session.
- v. Preparing and presenting the Delegation report to the NCC.

1.4 Code of conduct for participation at the Codex meetings

A copy of the communication issued by the NCCP indicating 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.

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 wait for permission from 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.

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.

- i. 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 shall be held that could disturb the proceedings of the meetings should being held.
- ii. The Head of the delegation may extend during the course of the Codex meeting informal invitations to the delegations of other like-minded countries to explain Ghana's positions/viewpoints and with the aim of soliciting support in the meeting when submissions are made by Ghana. Such support should be mutual provided Ghana's interest is not affected.
- iii. Every effort shall 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.
- iv. The members of the delegation are expected to assist the Head of the delegation during the Codex Committee session but the final stand/views should be expressed by the Head of the delegation only. In some circumstances, the delegation Head may invite other members of the delegation to express oral /written views on an item.
- v. Non-government members must agree to abide by the official brief. They must not speak with foreign government officials on behalf of the Ghana Government at any Codex session. Non-government members shall not at any time negotiate or purport to negotiate for the Ghana Government.
- vi. In case only non-government member/members represent Ghana 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 by the concerned Sub-Committee of the 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 Ghanaian government rules/regulations/standards/policy.
- vii. 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 Head 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 Head could be briefed appropriately for timely intervention.
- viii. 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 Head 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 Head 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.
- ix. 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 Ghanaian 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.
- x. 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 Head of the delegation in consultation with the other members of the delegation should scrutinize 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 read the changes at a pace which will enable the Codex Secretariat to record. A copy of the changes may be provided to the Codex Secretariat if necessary. The appendices attached to the draft report should also be gone through carefully and opportunity to recheck for discrepancies in the List of Participants.

2 Delegation Management

2.1 Registration of delegates

The NCCP shall ensure that names of delegations along with the names and addresses of their organizations are communicated electronically to the Codex Secretariat at least five working days before the Codex session.

The communication shall include the following:

- The Ghana Delegation to the Session of the Codex Committee:
- Name of the Head of the Delegation
- Names of members of the Delegation
- Name of the alternate Head of the Delegation
- i. A copy of this communication shall be sent to the Ghana Embassy/High commission in the host country with a request to accompany the Ghana delegation as one of the members.
- ii. In case no delegation from Ghana is participating, the Ghana Embassy/High Commission shall be requested to represent Ghana in the meeting.
- iii. A copy of this communication shall also be copied to each member of the delegation.

2.2 Briefing of delegates

- i. The NCCP shall hold a meeting with the delegation members prior to their departure on a mutually convenient date in consultation with the Head of Delegation.
- ii. All delegations of Ghana must be provided with a copy of the National position prior to this meeting.
- iii. The NCCP shall assist the Head of Delegation of Ghana to compile a master file for the meeting. The documents shall include the following;
 - Provisional agenda
 - Ghana's brief for each specific Agenda item;
 - CX's and Circular Letters;
 - Report of the previous respective Codex Committee
 - Ghana's comment and other Government comments relevant to the agenda item-unless these are already included in a CX
 - The latest delegation report for that Committee/Task Force
 - A current Codex Alimentarius Commission Report (where relevant)
 - A current Codex Executive Committee Report (where relevant)
- iv. The NCCP shall ensure that the delegation is fully aware of their roles and responsibilities and "Code of conduct" for participation in Codex meetings as detailed in section III of this Manual.
- v. The NCCP shall ensure that every Head of Delegation:
 - has a copy of the Codex Procedural Manual and Codex Ghana Procedural Manual:
 - is informed on the definitions adopted by Codex, Principles of science, TOR of the relevant Committee; and
 - is aware of the Step procedures for development of standards.

2.3 Initiation and management of follow up action and action plans

NCCP staff shall act as secretary to sub-committees:

- i. The concerned Sub-Committee shall arrange a de-briefing meeting with delegates within a period of fifteen working days from the closing date of the Codex meeting. A representative of the NCCP shall also be present at the de-briefing meeting.
- ii. The Head of Delegation shall highlight the outcome of Ghana's participation and subsequent follow up action by NCCP needed to prepare for the next meeting of Codex on the subject.
- ii. In order to ensure effective follow up action, a work plan shall be prepared following each meeting of Codex outlining a summary of the recommendations/decisions taken in the meeting on which Ghana has a stake, action required to be taken,

- agency/Department to be assigned the work, time schedule by which each action is required to be completed.
- iii. The Sub-Committees should engage concerned institutions/experts for data generation, preparation of base paper if any, and subsequent follow up action.

3 Funding for Codex Session

- I. The NCCP shall maintain a regular budget to meet the running cost of the activities envisaged by it as well as to meet the expenditure for participation in the meetings of Codex having relevance to Ghana.
 - Institutions shall bear cost of participation
- II. The NCC may seek funding assistance from international agencies (including the Codex Trust Fund) for participating in Codex sessions and related meetings.

4.0 Travel arrangements

- i. Delegates shall make their own travel arrangement for meeting and expenses catered for by their respective departments/Institutions. The letter nominating their names from their parent organization to the NCCP shall clearly spell out the details of the budget. They must have valid passports and visas.
- ii. Non-government members of the delegation representing industry or NGOs shall meet the expenses from their own sources and make their own travel arrangements.
- iii. The Ghana Embassy or the Ghana Mission in the country hosting the meeting may be requested to assist in arranging for accommodation and transport from the airport to the place of lodging.
- iv. In case any international agency is sponsoring the participation of a delegate, the tickets and per diem shall be collected by the delegation from the concerned officials of the local office of the agency (where applicable) before departure for the Codex meeting.

4.1 Reporting and debriefing

- i. The Head of the delegation in consultation with other delegates must submit a report of the Codex meeting to the NCCP within a period of fifteen (15) working days from the last date of participation in the meeting.
- ii. The Head of Delegation is responsible for submitting the delegation report to the NCC via the NCCP. The Head of delegation may delegate any member of the delegation to draft the report.

- iii. The report shall 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.
- iv. The report must be submitted in the format as outlined in Annex IV and bear the signature of the Head and other members of the delegation with their names and designations.
- v. In collaboration with the NCCP and NCC, the Head of Delegation will organize and lead a debriefing session to provide feedback to relevant stakeholders.
- vi. Follow-up activities with regards to outcome of Codex sessions shall be clearly defined and responsibilities for these activities assigned to relevant stakeholder institutions. Feedback on progress of activities shall be given at the regular meetings of the responsible Sub-Committee.

Annex I

LIST OF NCC SUB-COMMITTEES

No.	Name of the Codex Committee	Name of the Counterpart Committee/Sub Committee in Ghana
1.	Codex Alimentarius Commission (CAC)	National Codex Committee (NCC-Ghana)
2.	Food Hygiene (CCFH) (Chair-USA)	Codex Sub-Committee on Food Hygiene
3.	Nutrition and Foods for Special Dietary Uses (CCNFSDU)	Codex Sub-Committee on Special Dietary Uses
	(Chair-Germany)	
4.	Residues of Veterinary Drugs in Foods (CCRVDF) (Chair-USA)	Codex Sub-Committee on Residues of Veterinary Drugs in Foods
5.	Fats and Oils (CCFO) (Chair-Malaysia)	Codex Sub-Committee on Fats and Oils
6.	Pesticide Residue (CCPR) (Chair-Netherlands)	Codex Sub-Committee on Pesticide Residue
7.	Food Labeling (CCFL) (Chair-Canada)	Codex Sub-Committee on Food Labeling
8.	General Principles (CCGP) (Chair- France)	Codex Sub-Committee on General Principles
9.	Contaminants in Foods (CCCF)	Codex Sub-Committee on Contaminants in Food
	(Chair-Netherlands)	
10.	Methods of Analysis and Sampling (CCMAS) (Chair-Hungary)	Codex Sub-Committee on Methods of Analysis and Sampling
11.	Food Import and Export Inspection and Certification	Codex Sub-Committee on
11.	Systems (CCFICS) (Chair-Australia)	Food Import and Export and Certification Systems
12.	Food Additives (CCFA) (Chair-China)	Codex Sub-Committee on Food Additives
13.	Processed Fruits and Vegetables (CCPFV) (Chair-USA)	Codex Sub-Committee on Processed Fruits and vegetables
14.	Fish and Fishery Products (CCFFP) (Chair-Norway)	Codex Sub-Committee on Fish and Fishery Products
15.	Fresh Fruits and Vegetables (CCFFV) (Chair-Mexico)	Codex Sub-Committee on Fresh Fruits and Vegetables
16.	FAO/WHO Coordinating Committee for Africa (CCAFRICA) (Chair-Cameroon)	Codex Sub-Committee for FAO/WHO Coordinating Committee for Africa (CCAFRICA)

Template for requesting for Comments 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 summary of issues requiring consideration
- The deadline for sending comments on the document to the Codex Secretariat or the host country
- The date by which comments from the members/stakeholders should reach the NCCP
- The tentative date if a meeting is to be held
- The above should be completed within three working days upon receipt of documents
- i. A brief note incorporating the points as outlined in Format-I should be circulated to the members of the Sub-committee, identified experts and specific sector associations preferably by email seeking their views.
- ii. The date by which comments must be received by the NCCP shall be at least ten working days in advance of the deadline of receipt of comments by the Codex secretariat or the host country.
- iii. The members/Chairpersons of the Sub-Committees may also be requested to download the supporting documents electronically.
- iv. Comments should follow the following standard format II.

Template for Comments Format II

- Name of the Codex Committee/Commission
- Agenda document No
- Relevant paragraphs No
- Issues in brief
- National position based on legislation and policy of the Government
- 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 level of participation in this work? Please 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)
 - Possible areas for proposal for new work.
- Comments received shall be compiled by the NCCP and National Position developed based on the comments, national policy/legislation, and position taken in the past. The Chairperson of the NCC and Sub-Committee shall approve national Position.
- In special cases the National Position may be sent to NCC for further guidance especially when the Sub-Committee fails to reach consensus on a particular matter.
- The approved National Position shall be sent to the Codex Secretariat in Rome or the host country by the NCCP in format III as outlined below:

Template for National Position Format III

- Name of the Committee
- Session
- Agenda document number and relevant paragraph number
- Ghana's position
- Rationale or justification for the position taken, quoting past history where necessary

Documentation

Access to Codex texts

In order to enable the NCCP Ghana to discharge its responsibilities efficiently and effectively, all officials must have access to the following documents for consultation whenever needed:

- the publication entitled "UNDERSTANDING THE CODEX ALIMENTARIUS";
- the latest edition of the Procedural Manual of Codex Alimentarius Commission;
- reports of past sessions of Commission;
- the Strategic Framework of the CAC;
- 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 CCAFRICA;
- reports of any ad hoc intergovernmental Task Forces which are crucial to Ghana's interest;
- Procedural Manual for Codex Ghana;
- reports of expert meetings (JECFA, JMPR, JMRA, JMNU) and expert consultations;
- reports of the NCC, Sub-committees and national positions.

Document Register

Every document related to Codex should be listed with document number/subject and date of its receipt in the office of NCCP.

Electronic copies will be registered as follows: Codex Ghana/CODEX/Committee/Number. Folders should be created for all Codex committees.

A Folder shall be stored on the hard drive and back up on the external hard drive.

Links to these documents shall be available on the Codex Ghana website.

Template for Delegates' Report Format-IV

- a) Subject of the meeting
- b) Place of the meeting
- c) Dates of the meeting
- d) Names and designation of the 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 (reference to the FAO link is appropriate)
- 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 Ghana
- h) A gist of deliberation on each of the items of the agenda concerning Ghana covering following points:
 - i. Topic of the agenda.
 - ii. Reference No.
 - iii. Views of the Ghanaian delegation as expressed in the meeting.
 - iv. Whether the views expressed are in conformity with the national policy/legislation/regulation; if not, the extent of divergence and reasons thereof.
 - v. Names of countries supporting Ghana with reasons where available.
 - vi. Whether any informal meeting/discussions with other Member countries were arranged and if so, the outcome thereof.
 - vii. The outcomes/recommendations from the Codex meeting.
 - viii. Future work plan of the Codex committee and a plan of action for Ghana with timeframe and allocation of tasks.
 - ix. Whether any issue requires attention by other Codex Committees.
 - x. Did all members of the delegation abide by the directive of the Head of Delegation and official decorum? If not, the specific instance of non-compliance.
 - xi. Additional remarks/suggestion for additional Sub-Committee meetings/working groups, etc, if any.