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PROCEDURAL MANUAL FOR NATIONAL CODEX COMMITTEE (NCC)	NATIONAL CODEX COMMITTEE
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0. Record of changes, distribution and abbreviations

0.1. Record of changes

Changes made during review of this procedure are maintained in electronic format as track changes of the revised document.

0.2. Distribution

The approved document is uploaded on the RSB server and is accessed by authorized RSB staff.

0.3. Abbreviations/Acronyms

RSB Rwanda Standards Board
NSD National Standards Division
SPC Standards Project Committee
TC Technical Committee

1. Process objective

This procedure is intended to guide the functioning of the National Codex Committee and its organs.

2. Scope

This procedure covers responsibilities, establishment of the National Codex Committee (NCC) and its organs, Convening and conducting meetings of the NCC and its organs, Participation in regional/international standardization work, Participation in regional/international standardization work and cooperation and relations between the NCC with other organizations.

3. Terms and definitions

Codex Alimentarius Commission (CAC): a joint Food and Agriculture Organization (FAO) and World Health Organisation (WHO) Food Standards Programme responsible for formulating international food standards, codes of practice, guidelines and recommendations that constitute the Codex Alimentarius

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MBUA: Member Body User Administrator.

National Codex Committee (NCC): an organ of the Codex Alimentarius Commission at national level that enhances the active involvement of various stakeholders in codex activities.

RSB standards committees: committees playing role in the development of Rwanda standards

Standards Projects Committee (SPC): Group of RSB Division Managers, Directors and invited external personnel that is responsible for review and approval of all New Work Items, ratification, dissolution and revision of formation of Technical Committees, providing direction to the TCs, commenting on Draft Rwanda Standards and approval of participation in International Standardization activities.

Subcommittee (SC): Group of representatives that is responsible for the preparation of Rwanda Standards or development of national position on regional/international project of interest, within a subfield of the scope of a Technical Committee and that reflects valid national interests within the subfield.

Technical Committee (TC): Group of organization experts that is concerned with standardization, responsible for the preparation of Rwanda Standards and act as national mirror committee in defined field and that reflects valid national interests within that field.

Technical Committee Business Plan (TC BP): is a document that describes the main aspects and dynamics of the economic, social, regulatory or other environment in which the committee operates, as well as its main objectives and current strategies, its internal structure and cooperation with other organizations. It includes the areas of activities of all the subcommittees operating under a technical committee. (Source: ISO glossary)

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Working Group (WG): Group of experts selected by a Technical Committee or Subcommittee to deal with a particular project or with a particular aspect of a project.

4. Process owner including responsibilities & authorities

Process Owner	Responsibilities & Authorities
NSD Manager	Regular review of the procedure to ensure its continuing suitability, adequacy, effectiveness and efficiency.
Director of Unit	Ensure that the respective unit and all TCs under Food and Agriculture implement this procedure.
NCC Secretariat	Ensures that this procedure is available at all points of use and where improvement is necessary, it is effected.
NCC members	Implementation of this procedure

5. Procedure details

5.1. Additional responsibilities of the Executive Committee

Subject to the provisions of the Ministerial Instructions determining mission, responsibilities, organization and functioning of National Codex Committee, the Executive Committee of the National Codex Committee has responsibilities of performing any other duty in line with Codex as may be assigned by the National Codex Committee.


5.2. Establishment of the National Codex Committee and its organs

5.2.1 Executive Committee

5.2.1.1 Appointment of the chairperson and vice chairperson

5.2.1.1.1 The National Standards Body (NSB) which also acts as the Codex Contact Point (CCP) invites the organ handling the chairpersonship to nominate and appoint the chairperson

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5.2.1.1.2 NSB invites the organ handling the vice chairpersonship to nominate and appoint the vice chairperson

5.2.1.2 Designation of the secretaries of the NCC

5.2.1.2.1 NSB designates the Codex Contact Person who also acts as lead secretary of the NCC and informs the Codex Alimentarius Secretariat

5.2.1.2.2 NSB may designate other secretaries to work closely with the lead secretary on all matters related to Codex

5.2.1.2.3 The lead secretary allocates tasks to secretaries depending on ongoing projects

5.2.1.2.4 Secretaries handle the secretariat work of NCC meetings, in case the lead secretary is not present

5.2.1.2.5 Secretaries of NCC may also handle the secretariat of RSB/TCs

5.2.2 Appointments of members of the National Codex Committee

5.2.2.1 NCC secretariat selects organizations to be part of National Codex Committee (NCC) as guided by the Ministerial instructions

5.2.2.2 Head of NSB formally invites selected organizations to nominate a relevant permanent representative as member of NCC, giving them fifteen (15) working days to reply. The letter requesting member and indicating the required criteria (**NSD/LTR/01**) is accompanied with the nomination form (**NSD/FRM/14**).

5.2.2.3 In case an organization or an individual expert shows interest to join NCC, he/she fills in an application form (**NSD/FRM/25**). The secretariat of NCC review the application form and inform the NCC Chairperson and Vice-Chairperson on the decision taken. The requesting organization or an individual are officially informed about the decision within fifteen (15) working days after the request

5.2.2.4 A newly nominated NCC member and those whose requests were approved as per 5.2.2.3 receives an appointment letter as per the form (**NSD/LTR/02**) and terms of reference (**Annex I**)

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5.2.2.5 After the formation of the NCC, MBUA creates in ISolutions a window for the NCC and registers the appointed NCC members. The window is handled by the NCC lead secretary.

5.2.2.6 Appointed member(s) are trained on Standards development principles, process, Codex activities and use of IT tools applied in standards development.

5.2.2.7 In the first meeting, members of NCC sign the code of conduct as defined in RS 0. The Chairperson, vice chairperson and the secretaries of the NCC are officially announced to the NCC.

5.2.2.8 If the organization is liquidated, it automatically ceases to be a member of the NCC and the person representing that organization may continue to be member of the NCC as individual expert if he/she shows interests as per 5.2.2.3.

5.2.2.9 If the organization representative in the NCC resigns for his/her position, he/she may continue to be member of the NCC as individual expert if he/she shows interest as per 5.2.2.3. The organization has the right to nominate another representative in the NCC.

5.2.2.10 Any private institution, government department or identified expert not a member of the National Codex Committee but has a special interest and skill in the ongoing work of the National Codex Committee may upon a request communicate to the National Codex Committee Secretariat and be invited to attend meetings of the NCC or its Sub-Committees meetings as Observers.

5.2.2.11 The NCC Secretary keeps records of the NCC including profiles of members

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5.2.3 Establishment organization and functioning of technical Committees (TCs) under NCC

5.2.3.1 The NCC Secretary in collaboration with the NCC Chairperson, identify the food standards, regulations or related texts being developed and define the scope of the Technical Committee (TC) to handle the work.

5.2.3.2 The Secretary identifies technical committees if any having the same scope with the TC being proposed. The NCC Chairperson through the Secretary assign the work to identified TC with clear tasks and timeframe.

5.2.3.3 If there is no relevant existing TC, the NCC Secretary initiate the proposal for establishment of the new TC as per the NSB procedure for Formation and Dissolution of RSB Standards Committees (**NSD/PRO/01**)

5.2.3.4 Secretaries of Technical committees (TCs) inform the Secretary of NCC of all projects in their respective TCs

5.2.3.5 Evaluation of the performance of the RSB/TC, review of RSB/TC, Dissolving RSB/TC, Formation and dissolution of Subcommittees (SCs) and Working Groups are done in accordance with the Procedure for Formation and Dissolution of RSB Standards Committees (**NSD/PRO/01**)

5.2.4 Responsibilities of the Technical Committees

The Technical Committees under the National Codex Committee undertake the following functions:

- 1° Carrying out effective deliberations and provide technical inputs on food standards, Codes of Practice, Guidelines and related texts; arising from Codex, national, regional, and international level

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- 2° Studying the contents of Codex and national draft standards, guidelines and related texts in cooperation with other committees where necessary;
- 3° Recommending to the National Codex Committee amendments if necessary or endorsements of provisions contained in the Codex and National draft standards, guidelines and related texts;
- 4° Considering other matters that may be assigned to the TC by the National Codex Committee.

5.3. Convening and conducting meetings of the NCC and its organs

5.3.1 Executive Committee

5.3.1.1 The Executive Committee meets once a quarter and when deemed necessary

5.3.1.2 The Secretary in consultation with the Chairperson or the vice-chairperson in absence of the Chairperson, prepares the agenda of the meeting and agree on the date of the meeting

5.3.2 National Codex Committee (NCC)

5.3.2.1 The meeting of the NCC is held once a quarter and when necessary

5.3.2.2 In consultation with the Chairperson, CCP prepares an invitation letter indicating the venue, date and time which is sent to the members of the NCC by the Lead Secretary together with the agenda, programme and documents to be discussed.

5.3.2.3 The invitation letter signed by the Chairperson is submitted to the members of the NCC at least fifteen (15) days before the meeting is held.

5.3.2.4 The quorum for a meeting of the NCC is two thirds (2/3) of its members. However, when a meeting is convened for the second time, the quorum is one third (1/3) of the NCC members.

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5.3.2.5 The Chairperson conducts meeting in such a manner that the consensus is reached in decision making

5.3.2.6 In the first quarter of the year, the secretary drafts annual action plan and presents it to the NCC for review. The reviewed action plan is approved by the executive committee and jointly signed by the Secretary and the Chairperson.

5.3.2.7 The NCC secretary ensures that the action plan is updated to align it with the codex Alimentarius, Codex Coordinating Committee for Africa (CCAFRICA) and the EAC Codex Forum calendars

5.3.2.8 The Lead Secretary or NCC Secretaries take minutes of the meetings of NCC

5.3.3 Codex Contact Point

5.3.3.1 Lead Secretary and NCC Secretaries have at least one meeting per month or when deemed necessary and this is done by correspondence.


5.3.3.2 Lead Secretary of the secretariat determines dates, place, agenda and other documents to be discussed in the meeting

5.3.3.3 Secretaries prepare the minutes of the meeting and they are signed by all the secretaries of NCC

5.3.4 Technical Committees (TCs)

5.3.4.1 The invitation letter convening the TC meeting is jointly signed by the NSD Manager and Standards Committee Chairperson indicating the meeting platform (online tool or physical venue), agenda, date and time (start and finish). Invitation letter and working documents are uploaded into the ISOLutions for records keeping and easy access by members at least ten (10) working days to the date of the meeting attaching all the documents to be discussed.

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5.3.4.2 Other forms of communication between TC members are allowed such as electronic mail (outlook) provided that all records are uploaded and maintained into ISOLutions within 10 working days after the meeting.

Note The invitation may have multiple dates of scheduled meetings. All documents shall be shared via ISOLutions two weeks (10 working days) in advance of the first meeting as per 5.3.4.1 and 5.3.4.2

5.3.4.3 In the first TC meeting, members discuss their responsibilities, code of conducts as defined in RS 0, Strategic Business Plan and elect the Chairperson, vice chairperson and co-secretary of the TC among themselves.

Note TC Chairperson, Vice-chairperson and co-secretary are elected among stakeholders other than RSB staff.


5.3.4.4 The TC meetings takes place at RSB headquarters or at any other place in Rwanda. The meetings may also be hosted by any member.

5.3.4.5 The Quorum of TC meetings requires the presence of at least a 2/3 of all members excluding national Standards Division staff members.

5.3.4.6 When the quorum is not reached, the members present in the meeting proceed then the resolutions are drafted and circulated to all members of the committee for consideration and balloting within 10 working days. Any technical comment is submitted to the secretary and considered in the next meeting.

5.3.4.7 The TC Secretary ensures that the attendance list of all participants is collected using the attendance form (NSD/FRM/04) or other approved electronic tool such as screenshots, extract of

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the online meeting tool etc. such that it indicates the date, time of the meeting and identification of each participant.

5.3.4.8 The Chairperson calls the meeting to order and the committee discusses the items on Agenda under the guidance of the Chairperson as the secretary and or Co-Secretary takes minutes using form (NSD/FRM/09).

5.3.4.9 In case the Chairperson and vice chairperson are absent at the meeting, the Secretary, in consultation with the present members, select Chairperson of the meeting. Likewise, in absence of the secretary, co-secretary assumes the responsibilities of the secretary.

5.3.4.10 The Chairperson conducts meeting in such a manner that consensus is a basis for decision making


5.3.4.11 Upon reaching consensus on the technical contents of the draft standard, the Secretary circulates the meeting resolutions to all members of the committee for consideration and balloting through ISolutions platform within next 10 working days.

5.3.4.12 The Secretary retains a copy of the minutes in the relevant TC minutes' file as well as into ISolutions. These are confirmed and signed by the Chairperson after being reviewed by the members.

5.3.4.13 In case the NCC assign a specific work to a TC, the invitation and documents shall be prepared in accordance with 5.3.2.2.

5.3.4.14 More details are given in procedure for convening and conducting meetings of RSB Standards Committees (NSD/PRO/02)

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5.4. Participation in regional and international standardization work

5.4.1 Elaboration of the work program of the NCC and TCs

5.4.1.1 Establishment of the work program

5.4.1.1.1 When planning the financial year, NCC Secretary through Director of Unit responsible of Food and Agriculture standards compiles a list of project standards, by using the **Form I (List of project standards)** comprising:


- standards or provision of a standard proposed to be developed at national level (from requests, policy/strategy orientation, maintenance of existing national standards)
- Ongoing work at regional level including ARSO and EAC
- Ongoing projects at international level including Codex and ISO or any other relevant international food standards setting organization.

5.4.1.1.2 The NCC meeting is convened as per clause 5.3 to discuss the proposed projects for prioritization and development of the final work plan. NCC may invite the Chairpersons and Secretaries of RSB TCs responsible for the development of the proposed standards.

5.4.1.1.3 NCC meeting reviews the proposed standards project and approves those to proceed to the next step by basing on the criteria such as:

- Trade and market relevance at national, regional and international level
- Certification and export promotion
- Support to national policies, programmes, laws and regulations;
- Health, Safety, Security and Environmental protection;
- Control of substandard imports and dumping
- Import substitution
- Competitiveness of local products
- Availability of data, reference materials and experts

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5.4.1.1.4 Based on the recommendations from the meeting, the NCC Secretary in consultation with responsible RSB/TC secretaries drafts the annual work programme for TCs as per the **Form II (Annual work programme)**.

Note: The stages and their indication used in the timeframe should correspond to those of the initiating organization for consistence. However, the dates of activities at national level should be in a such way that they meet the regional/international deadline

5.4.1.1.5 The draft annual work programme is shared to the NCC members for inputs

5.4.1.1.6 The NCC secretary finalises the draft annual work programme and submit it to SPC for approval and publication

5.4.1.1.7 After the approval of the work program, NCC Secretary in consultation with the head of standards unit responsible of food standards and chairperson of NCC establishes the calendar of RSB/TCs and NCC Meetings by using the **Form III (Calendar of RSB/TCs and NCC Meetings)**.

5.4.1.1.8 The approved work program and calendar of meetings are published on NSB website. The work program should only indicate the current stage of progress and should be regularly updated as per **Form IV (Work program and current stage of progress)**


5.4.1.2 Review of the work program and calendar of meetings

5.4.1.2.1 The work program and calendar of meetings may be reviewed on quarterly basis and when need arises.

5.4.1.2.2 The work program may be reviewed if there is a new proposed standard which needs to be developed within the period covered by the current work program, emerging work at regional and international level which may be interesting to the country.

5.4.1.2.3 The calendar of meetings may be reviewed to propose new dates for meeting which did not meet the expected dates, to develop national position/responses to regional and international projects or to attend the regional and international meetings.

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5.4.1.2.4 Head of standards unit responsible of food standards and lead secretary of the NCC prepare a proposal for the amendment of the work program and calendar of meetings and submit to NSD Manager for approval. The NCC is informed of the changes during the next meeting.

5.4.2 Establishment of the framework for the generation and processing of data

5.4.2.1 The need for data may arise during the development and approval of the work program or from the circulated working documents or circular letters.

5.4.2.2 Head of standards unit and lead secretary of the NCC lists the items which will require scientific data for discussions by the NCC. This list is prepared after the approval of the work program or upon reception of the draft/work from regional or international organization and should use the **Form V (List of items requiring scientific data)**

5.4.2.3 The recommendations from the NCC meeting shall be clear in terms of source of data, methodology (sampling, testing, data analysis and interpretation), potential collaboration with research institutions, associated budget, source of funds (where possible) and timeframe


5.4.2.4 NCC secretaries in collaboration with TCs conduct research as per the NCC recommendations.

5.4.3 Review of the TCs' work other than Codex work

5.4.3.1 On quarterly basis, the Head of Food and agriculture Standards Unit and lead secretary of the NCC collect the information on the progress of work of TCs by using the **Form VI (Information on the progress of work of TCs)** and share to NSD Management for review and recommendation.

5.4.3.2 Based on the outcomes/recommendations from the NSD management, the Head of Food and Agriculture Standards Unit and the Lead secretary of the NCC may automatically update/amend the program of work and calendar of meeting without waiting for another meeting.

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5.4.3.3 In addition to the progress on the implementation of the work programme and NSD management recommendations, the draft standards under public review/enquiry stage should be shared with members of NCC for review and inputs.

5.4.3.4 Secretary and chairperson of the RSB/TC(s) having the work at enquiry stage may be invited in the meeting for more clarification and presentation.

5.4.4 Participation in Codex Alimentarius Commission work

5.4.4.1 Formulation of the national position


5.4.4.1.1 Upon reception of the Circular letter, the lead secretary notifies the Members of the NCC. The notification should provide the following information by using **Form VII (Request for comments on the Circular letter)**

1. Number of the Circular Letter
2. Date of issue
3. Deadline for the response
4. Subject(s) of the Circular Letter
5. Recommended Action and Timeframe
6. Recommended Technical Committees
7. Way forward (for the work not falling in pre-selected priorities)

5.4.4.1.2 The notification is accompanied with the relevant documents shared by codex along with the circular letter

5.4.4.1.3 If the subject matter falls within the identified priority, the secretary of responsible RSB/TC is also notified and proceed with convening the meeting as per the provisions provided in **5.3.4** to formulate national position on the subject matter(s) in the circular letter.

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5.4.4.1.4 If the subject matter does not fall under the identified priority items, the NSD Management defines the way forward.

5.4.4.1.5 The responsible RSB/TC formulates the draft national position by respecting good principles and practices applied in standardization including openness, science based and consensus building. The draft national position/response is submitted to NCC through lead secretary for consideration by using **Form VIII (Draft national position/response)**

Note the form shall also indicate RSB/TCs which prepared the draft national position, date of the meeting, venue, members of the RSB/TCs who participated in the meeting, proposed delegates and head of delegation where applicable.

5.4.4.2 Review of the draft national position by the NCC


5.4.4.2.1 The NCC reviews and approves the formulated national position/responses before submission through meeting or by correspondence. The Chairperson and/or Secretary of the responsible RSB/TC may also be invited during the review.

5.4.4.2.2 The NCC may request the TC to revise the draft national position as per the provided guidance. The final national position should be ready at least 10 days before the deadline of submission.

5.4.4.3 Submission of the national position

Lead secretary of the NCC submits the national position/response as per the codex procedure and templates and should ensure it is done before the deadline.

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5.4.5 Participation in subsidiary Codex Committee meetings

5.4.5.1 Selection of the delegates

5.4.5.1.1 Members of delegations and Head of delegation to participate in Codex related meetings are selected and nominated by the Codex Contact Point, based on their expertise and experience in relation to the issues being considered by the committee and their ability to contribute to the effectiveness of the delegation in representing the country's interests.

5.4.5.1.2 When nominating the delegates, the CCP should consider the established criteria by using the **Form IX (Criteria for selection of the delegates to subsidiary codex meetings)**

5.4.5.1.3 The Head of delegation to the Codex sessions shall be a Government official.

5.4.5.1.4 The Head of delegation should have 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.

5.4.5.1.5 Codex Contact Point shall request, in writing and timely manner, the employer of the identified delegate(s) his facilitation to represent the country in codex meeting.


5.4.5.1.6 The Codex Contact Person registers members and head of delegation.

5.4.5.2 Preparations prior subsidiary Codex Committee meetings

5.4.5.2.1 CCP formally invites the selected head and members of delegation in briefing meeting. The invitation is followed with the following documents where applicable:

- Agenda for the meeting;

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- b) National position papers submitted to the Codex
- c) Comments from other members;
- d) Other background information including:
 - i. Report from the last committee meeting.
 - ii. Report from the last Commission session.
 - iii. Documents for the meeting

5.4.5.2.2 The briefing meeting reviews the documents to go over the issues and take decisions, in light of the latest information received. The final brief should contain the following information among others:

- a) National positions that have been circulated and any additions or changes that have been made to them in light of other countries' positions.
- b) Priority and suggested strategy to be followed for each subject matter


Note: Delegates should be reminded that there may be Conference Room Documents (CRD) not listed on the agenda, submitted by interested members and circulated only at the meeting and the delegates should pay attention to them.

5.4.5.2.3 During the briefing meeting, members and head of delegation are communicated on their responsibilities and the code of conduct as stipulated in **Annex II (Code of conduct participating in national/regional/international meetings)**.

5.4.5.3 During the Codex meeting

The head of delegation and other delegates shall actively participate in the meeting by following the guidelines outlined under the specific and general code of conduct in **Annex II (Code of conduct participating in national/regional/international meetings)**

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5.4.5.4 Reporting

5.4.5.4.1 The head of delegation shall submit a report of the meeting to the CCP within a period of fifteen (15) working days from the last date of participation in the meeting.


5.4.5.4.2 Preparation of this report should be shared amongst members of delegation.

5.4.5.4.3 The report should include copies of any additional agenda items/notes/papers tabled in the meeting, for example 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.

5.4.5.4.4 The report shall be submitted in the format outlining the information below and bear the signature of the head of delegation and other members of the delegation

- a) Place of the meeting
- b) Dates of the meeting
- c) Names and designation of the head and other members of the delegation
- d) List of additional documents including conference room documents and late papers as tabled in the meeting along with a copy of each document
- e) 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
- f) A summary of relevant recommendations/decisions on each of the items of agenda concerning the country covering following points:
 - i. Topic of the agenda.
 - ii. Document No.
 - iii. Paragraph No.
 - iv. Views of the Rwanda delegation as expressed in the meeting.
 - v. Whether the views expressed are in conformity with the national policy/legislation/regulation-if not, the extent of divergence and reasons thereof.
 - vi. Names of countries supporting Rwanda-with reasons where available.

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- vii. Whether any informal meeting/discussions with other Member countries were arranged and if so, the outcome thereof.
- viii. The outcomes/recommendations from the Codex meeting.
- ix. Future work plan of the Codex committee and a plan of action for Rwanda with timeframe and allocation of tasks.
- x. Whether any issue requires attention by other RSB/TCs.
- xi. Additional remarks/suggestion, if any.

5.4.5.5 Consideration of the report by NCC

5.4.5.5.1 The Lead Secretary reviews the submitted report to identify issues which require the attention of the CCP and NCC.

5.4.5.5.2 In consultation with the Chairperson of the NCC, CCP may convene a meeting to discuss subjects of interest in the report and define the way forward.

5.4.6 Attending meetings of the Codex Alimentarius Commission (CAC)

5.4.6.1 Overview on Codex Alimentarius Commission (CAC)

5.4.6.1.1 The Codex Alimentarius Commission (CAC) is the body responsible for all matters regarding the implementation of the Joint FAO/WHO Food Standards Programme.

5.4.6.1.2 Membership of the Commission is open to all Member Nations and Associate Members of FAO and WHO which are interested in international food standards.


5.4.6.1.3 The Commission works in the six UN official languages

5.4.6.2 Meetings of CAC

5.4.6.2.1 The Commission meets in regular session once a year alternating between Geneva and Rome.

5.4.6.2.2 Sessions of the CAC shall be attended by the Senior Government Officials

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5.4.6.3 Briefing meeting prior to attending CAC meeting

5.4.6.3.1 The agenda and tentative schedule for CAC meeting are shared by the Lead secretary to the delegate representing Rwanda.

5.4.6.3.2 The registration link is shared to the delegate prior to the meeting.

5.4.6.3.3 In case there are elections of CAC, there must be a delegate in Geneva or Rome who physically represent Rwanda during the elections

5.5. Cooperation and relations between the NCC with relevant organizations

5.5.1 The NCC may identify needs for cooperation with relevant organizations having relations with its responsibilities

5.5.2 Such cooperation may consist of:

- a) drafting stages of a food standard or related text;
- b) mutual exchange of information and participation in meetings.
- c) collection of scientific data
- d) funding

5.5.3 The Executive Committee of the NCC request the CCP to initiate the cooperation with the identified organizations by defining the area of interest.


5.6. Review of the procedural manual

5.6.1 The NCC reviews procedural manual every three (3) years or as the need arises.

5.6.2 The systematic review is initiated by the Lead Secretary by circulating the procedural manual to the members of NCC and requesting them for comments by using the **Form X (Commenting form)** which are later considered by the NCC meeting

5.6.3 During the implementation of the work program, members of NCC may identify needs for improvement or amendment of the procedural manual and submit it to the Lead Secretary. The proposal should be recorded in the **Form X (Proposal for review of the procedural manual)**

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5.6.4 The proposal should be added on the agenda of the next meeting.

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