

Samoa National Codex Committee

PROCEDURAL MANUAL



First edition



Food and Agriculture
Organization of the
United Nations



World Health
Organization



MINISTRY OF HEALTH
MATAGALUEGA O SOIFUA MALOLOINA



SAME
SAMOA ASSOCIATION OF MANUFACTURERS & EXPORTERS





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ACRONYM

CAC	Codex Alimentarius Commission
CCNASWP	Coordinating Committee for North America and the Southwest Pacific
FAO	Food and Agriculture Organization of the United Nations
WHO	World Health Organization
SNCC	Samoa National Codex Committee
CCP	Codex Contact Point
MCIL	Ministry of Commerce, Industry and Labour
MOH	Ministry of Health
MAF	Ministry of Agriculture and Fisheries
MNRE	Ministry of Natural Resources and Environment
SNCC	Samoa National Codex Committee
SROS	Scientific Research Organization of Samoa
SWA	Samoa Water Authority
SAME	Samoa Association of Manufacturers and Exporters
SCCI	Samoa Chamber of Commerce and Industry
WIBDI	Women in Business Development Incorporated
FTCD	Fair Trading, Codex Alimentarius, Consumer Protection & Metrology Division



INTRODUCTION

The Codex Alimentarius or "Food Code" is a collection of standards, guidelines, and codes of practice adopted by the Codex Alimentarius Commission. The Commission, also known as CAC, is the central part of the Joint FAO/WHO Food Standards Programme and was established by FAO and WHO to protect consumer health and promote fair practices in food trade. Membership of the Commission is obtained by government members of the United Nations organization upon submission of a subscription for membership

Codex Samoa has been a member of Codex since 1974 with the secretariat originally located in the MOH. It was later moved to MCIL where it resides to this day. Samoa is a part of the CCNASWP region and was the first Pacific Island nation to chair the committee in 2005 and 2006.

This first edition of the Samoa National Codex Committee Procedural Manual was prepared by the SNCC Secretariat in collaboration with the Food and Agriculture Organization of the United Nations (FAO) under the Codex Trust Fund 2A project.

Purpose of the Samoa National Codex Committee (SNCC) Procedural Manual

The SNCC Procedural Manual details the legal foundations and terms of reference (TOR) for the functioning of the SNCC, Codex Contact Point (CCP), and SNCC Secretariat. It provides guidelines for effective participation in national, regional, and international Codex activities.

Furthermore, the SNCC Procedural manual describes the practical functioning of the CCP, the SNCC, and its sub-committees. National experts need to have knowledge of its contents to participate effectively in Codex activities. The Procedural manual is intended to guide the secretariat of the SNCC to effectively manage the work of the Codex Alimentarius in Samoa. It facilitates the management of Codex documents, the development of food standards, the development of national positions, and participation in Codex meetings. Thus, the manual is also useful for Heads and Members of Samoa's delegation to the meetings of Codex, especially, in presenting Samoa's position.

The Manual Consists of three (3) sections:

Section I

- a.** Outlines the general rules of procedures of the SNCC and other internal procedures necessary to achieve the objectives of the Committee.
- b.** Sets out the operational structures and functions of the SNCC and Technical Sub-Committees.

Section II details the location and the core functions of the National Codex Contact Point (NCCP) and Secretariat, and the processes and procedures in place to ensure smooth operation of the SNCC.

Section III: sets out the national procedures for the effective management of Codex works by the SNCC.

SECTION I General Rules, Procedures, and Functions of the SNCC

Part A: SNCC RULES OF PROCEDURES

GENERAL RULES OF PROCEDURE

Rule 1

Objectives of the Samoa National Codex Committees

The Samoa National Codex Committee (SNCC) is to act as a consultative group to the government on matters related to Codex and shall be responsible for the formulation of national position(s) and responses to Codex proposals or policy on food standards, safety and international food trade issues. All members of the SNCC including representatives of the Food Industry and other relevant stakeholders shall be consulted on issues pertaining to the Codex Alimentarius Commission Joint FAO/WHO Food Standards Programme, to put forward their views for consideration and inclusion in the national negotiating position.

The Roles and Responsibilities of the SNCC:

1. Identify and develop local food standards.
2. Establish and strengthen National Food Control Systems.
3. Conduct workshops and training courses associated with food control.
4. Strengthen laboratory analysis and food inspection capabilities.
5. Develop and publish manuals and texts associated with protecting the health of consumers and ensuring Fair Trading Practices.
6. Undertake duties as advised by the Government.

Rule 2

Membership of the SNCC is open to all relevant government and non-governmental organization and experts, as recommended by the secretariat and approved by the SNCC, subject to a directive approval from Cabinet or *Faaiuga o le Kapeneta (FK)*.

Rule 3

Any Government, private institution or identified expert who is not a member of the SNCC but has a special interest and skill in the work of the SNCC, may upon request and communication to the SNCC Secretariat be invited to attend meetings of the Committee, its Sub-Committees and Ad-hoc Committee meetings as “**observer members**”.

Rule 4

The Ministry of Commerce, Industry, and Labour (MCIL) or location of the SNCC shall assume the Chairperson and Secretary roles of the SNCC. The CCP acts as the secretariat for the SNCC but will also receive assistance from staff in the Fair Trade, Codex, and Technical Barriers to Trade Unit. They shall work in close collaboration and in agreement with the Chairperson of the SNCC on all issues pertaining to Codex work.

Rule 5

The SNCC shall report and make recommendations on matters pertaining to Codex to the Government of Samoa through its Chairperson.

Rule 6

The SNCC shall establish Technical Sub-Committees whose composition shall ensure an adequate representation of relevant stakeholders to discuss Codex working papers circulated for comments and any other aspect of Codex work.

Rule 7

The Samoa National Codex Committee may establish Ad-hoc committees, as it deems necessary for the accomplishment of its tasks.

Rule 8

The Samoa National Codex Committee may adopt and amend its own rules of procedure as the need arises.

Rule 9

All meeting expenses of the SNCC, such as documentation and distribution shall be borne by MCIL, as the Chair of the committee.

Rule 10

All operating expenses of the subcommittees including those relating to meetings, documentation, distribution etc. shall be borne by a member of the sub-committee as determined by the Chair of such committees in discussion with the members.

SPECIFIC RULES OF PROCEDURE

RULE I: MEMBERSHIP

1. Subject to Rule 2 (General Rules), membership shall comprise of all eligible institutions and experts as stipulated therein.
2. Membership shall comprise such eligible bodies and experts as recommended by the Secretariat approved by the SNCC and reflected on the list of members.
3. The head of member institutions shall select representatives for the SNCC. Such representatives must be senior-level officers or above who will consistently attend SNCC meetings.
4. Each member shall communicate to the SNCC Secretariat the names of its representatives and other members of its delegation, not exceeding three names.
5. Subject to Rule 3 (General Rules), **“observer members”** have the ability to comment on standards and Codex work but cannot vote or make final decisions regarding Codex work.

RULE II: OFFICERS

1. The SNCC shall be chaired by the Chief Executive Officer (CEO) of MCIL while the Secretary shall be the Assistant Chief Executive Officer (ACEO) of the Fair Trading, Codex Alimentarius, Consumer Protection and Metrology Division, MCIL, who is also the NCCP
2. The Chairperson and Secretary, if unable to attend, shall be represented by designated officers not below principal level officer at meetings of the Committee. The representative shall have the same powers as the Chairperson or Secretary at the meeting.

RULE III: SUBSIDIARY BODIES

1. The SNCC may establish the following types of subsidiary bodies:
 - a) Subsidiary bodies, which it deems necessary for the accomplishment of its work on reaching national positions on Codex issues e.g. Inter-Ministerial Sub-Committee.
 - b) Subsidiary bodies in the form of:
 - i. The SNCC Sub-Committees, which shall be responsible for technical inputs/recommendations to the SNCC.
2. Membership of these subsidiary bodies shall be constituted as determined by the SNCC.

3. Representatives of members of the subsidiary bodies shall, as much as possible, serve in a continuing capacity and shall be experts active in the fields of the respective subsidiary bodies.
4. Subsidiary bodies may be established by the SNCC only. The terms of reference and reporting procedures of subsidiary bodies shall be determined by the SNCC Secretariat in consultation with the Chairperson. There is an exception where otherwise provided in these rules.
5. Meetings of subsidiary bodies shall be convened by the SNCC Secretariat:
 - a) In the case of bodies established under Rule III 1. (a), in consultation with the SNCC chairperson.
 - b) In the case of bodies established under Rule III. 1.(b)(i) (Sub Committees) in consultation with the Chairperson of the respective Sub- Committees
6. The Chairpersons of the respective Sub-Committees shall determine the place of meeting of bodies established under Rule III. 1. b (i) after consultation with the SNCC Secretariat.
7. Notice of the date and place of each meeting of bodies established under Rule III 1. b(i) shall be communicated to all members of the Sub-Committee at least two weeks before the meeting.
8. The establishment of subsidiary bodies under Rules of Procedure III. 1. (a) shall be subject to the availability of necessary funds and expediency.
9. The members who shall be responsible for appointing Chairpersons of subsidiary bodies established under Rule III. 1 (b) (i) shall be the core stakeholders*.

*** Core Stakeholders: Shall be the listed members of the SNCC in the Procedural Manual**

RULE IV: INITIATING STANDARDS

1. Subject to provisions of rules to be developed, the SNCC may establish the procedure for initiating standards for foods, which are of importance to the nation.
2. Production of standards shall reflect the Codex Alimentarius Commission's (CAC) statements of principle of the role of science in decision making as stated below:
 - i. The food standards, guidelines and other recommendations of the Codex Alimentarius Commission shall be based on the principle of sound scientific

analysis and evidence, involving a thorough review of all relevant information, in order that the standards assure the quality and safety of the food supply.

- ii. When elaborating and deciding upon food standards the Codex Alimentarius Commission will have regard, where appropriate, to other legitimate factors relevant to the health protection of consumers and for the promotion of fair practices in food trade.

RULE V: AMENDMENTS AND SUSPENSION OF RULES

1. Amendments of or additions to these rules may be adopted by a 2/3 majority of the votes cast, provided adequate notice of the proposal for amendment or addition has been given.
2. Amendment of/or additions to these rules shall be circulated to all member organizations.

RULE VI: ENTRY INTO FORCE

1. In accordance with Rule 8 of General Rules of the SNCC, these Rules of Procedure shall come into force upon approval by the SNCC.

PART B: STRUCTURE AND FUNCTION OF THE SNCC & TECHNICAL SUB-COMMITTEES (SCOPE OF WORK).

1 BACKGROUND:

The SNCC was established in 2000 with MOH as the CCP which hosts the secretariat of the SNCC. On December 10, 2002, the Cabinet Directive F.K. (02)43, placed the 'komiti faapitoa o le codex', or SNCC, under the 'Matagaluega o Fefaatauaiga, Pisinisi ma Alamanuia' or Department of Trade, Commerce, and Industry, which is now known as the Ministry of Commerce Industry and Labour (MCIL). The SNCC coordinates Codex activities within Samoa through the establishment of national sub-committees. The work conducted by the sub-committees is finally reviewed and approved by the SNCC. The SNCC also operates under the auspices of four ministries, namely, MCIL, MAF, MOH, and MNRE. Codex food standards are approved and adopted by the SNCC.

2 STRUCTURE OF THE SNCC:

SNCC EXECUTIVE COMMITTEE



SNCC TOR AND SCOPE OF WORK

- Decide that a standard be developed as proposed from the CAC.
- Establish formal criteria for the establishment of work priorities and for the establishment of subsidiary bodies to be responsible for steering the standard through its development.
- Ensure that the work of the Commission is responsive to the interests and concerns of the Samoan people.

- Establish and strengthen National food control systems including the formulation and revision of food legislations (Acts & Regulations) and food standards in accordance with Codex Standards.
- Conduct workshops and training courses not only for transferring information, knowledge, and skills associated with food control but also to increase awareness of the Codex Alimentarius and activities carried out by the Commission.
- Abolish Commodity Committees when tasks are completed.
- Strengthen laboratory analysis and food inspection capabilities.
- Provide training in all aspects of food control associated with protecting the health of consumers and ensuring honest practices in the sale of food.
- Represent or appoint attendees to overseas conferences, meetings, and symposiums.
- Develop and publish manuals and texts that are associated with food quality control and provide recommendations for the development and operation of food quality and safety systems.
- Help with the establishment and strengthening of food control agencies as well as training in technical and administrative skills to ensure their effective operation.
- Develop and publish training manuals on food inspection and quality and safety assurance, particularly with respect to the application of the Hazard Analysis Critical Control Points (HACCP) system in the food industry, and
- And develop local food standards by initiating review of Codex published standards for application at the national level, after appropriate survey and review.

SNCC MEETING MINUTES

- i. Recommendations on each agenda item should be arrived at by consensus.
- ii. All recommendations shall be recorded and read out to the members by the SNCC Secretariat 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 Samoa's views to be sent to the Codex secretariat or host country.
- iv. The minutes shall be drafted with the following content. *(Refer to Appendix 1 for template):*
 - (a) Name of the Committee/ Sub Committee
 - (b) Venue and date of the meeting.
 - (c) List of participants.
 - (d) 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.

SNCC SUB-COMMITTEES

SNCC SUB-COMMITTEE STRUCTURE AND THEIR DESIGNATED CHAIRPERSONS



PURPOSE OF SNCC SUB-COMMITTEES

- Submit a proposal for a standard to be developed to SNCC.
- Adopts a draft standard and if completed satisfactorily, it results in the draft becoming a National Standard.
- Review Codex Standards and related texts as necessary to ensure that they are consistent with and reflect current scientific knowledge.
- Ensure proposed standards protect the health of consumers and ensure fair practices in the food trade.

GENERAL SUBJECT SUB-COMMITTEES

Terms of Reference

- Develop concepts and principles applying to foods in general, specific foods, or groups of foods.
- Endorse or review relevant provisions in Codex Commodity Standard based on the advice of expert scientific bodies.
- Develop recommendations pertaining to consumer health and safety.

COMMODITY SUB-COMMITTEES

Terms of Reference

- Draft standards for submission to SNCC.
- Develop Standards for specific foods or classes of foods.
- Assists the SNCC Executive Committee in their decision-making and in steering the standard's development through to its completion.
- Consider comments on the draft standard proposal from SNCC members.
- Present the text to SNCC as a draft standard.
- Review Codex Standards.

AD-HOC SUB-COMMITTEES

The SNCC, at the time of the establishment of the ad hoc Sub-Committee, shall ascertain that there will be appropriate host SNCC member arrangements adequate to ensure the functioning of the task force for the duration of the assignment.

Ad hoc sub-committees shall be open to all members of the SNCC and Section I General Rules, Procedures, and Functions of the SNCC shall apply to ad hoc subcommittees.

The ad hoc sub-committee shall be dissolved after the specified work has been completed or when the number of sessions or the time limit allocated for the work has expired.

SECTION II

SAMOA NATIONAL CODEX COMMITTEE (SNCC) SECRETARIAT AND CODEX CONTACT POINT (CCP) OF SAMOA

1. NATIONAL CODEX CONTACT POINT (NCCP) DETAILS

The Fair Trading, Codex and Technical Barriers to Trade (TBT) Division under the MCIL have been the designated NCCP for Samoa since 2002.

Main Codex Contact Point for Samoa and SNCC Secretariat:	Alternate Codex Contact Point for Samoa and SNCC Secretariat
Assistant Chief Executive Officer Fair Trading, Codex Development Division Ministry of Commerce, Industry and Labour Office address: ACC House, Level 3, Apia Phone: + (685) 20441 or 24084 Codex Email : codex.samoa@mcil.gov.ws Website: www.mcil.gov.ws	Principal Codex and TBT Unit Fair Trading, Codex Development Division Ministry of Commerce, Industry and Labour Office Address: ACC House, Level 3, Apia Phone: + (685) 20441 Codex Email codex.samoa@mcil.gov.ws Web site : www.mcil.gov.ws

2. CORE FUNCTIONS OF THE NCCP

To align our national processes to international best practices, the Samoa NCCP shall undertake the core functions and ensure effective implementation of its responsibilities as the NCCP as outlined in the Codex Alimentarius Procedural Manual.

- 1.1. Serve as the secretary for the SNCC.
- 1.2. Act as a contact point between the CAC and the SNCC.
- 1.3. Coordinate all relevant Codex activities within the country:
 - a) Act as the focal point for the Codex Secretariat and other members.
 - b) Coordinate all relevant activities within their own country.
 - c) Send comments on Codex documents or proposals to the CAC.
 - d) Receive invitations to Codex sessions, advise on the participants, and act as a channel for the exchange of information and coordination of activities with other Codex Members.

3. CORE FUNCTIONS OF THE SNCC SECRETARIAT (MCIL)

The Codex Contact Point hosts the secretariat for the SNCC with assistance in the role of secretariat from staff in the Fair Trade, Codex, and TBT Unit. The role of the secretariat includes but is not limited to:

1. Circulating the agenda and time of upcoming SNCC meetings.
2. Recording and distributing minutes of SNCC meetings.
3. Distributing documents to all SNCC members.
4. Focal Point of Contact for CAC.
5. Shall be responsible for making proposals and recommendations to the Executive Committee, the Director-Generals of the FAO, and WHO on all matters pertaining to the implementation of Food Standards.
6. Prepare a proposed draft standard approved by the Executive from Commission and subsidiary bodies and circulate it to members of the Commission for comments.

SECTION III

PROCEDURES & PROCESSES FOR THE EFFECTIVE MANAGEMENT OF CODEX WORKS BY THE SNCC

1. PROCEDURE FOR THE MANAGEMENT OF CODEX DOCUMENTS.

a. Codex Documents include:

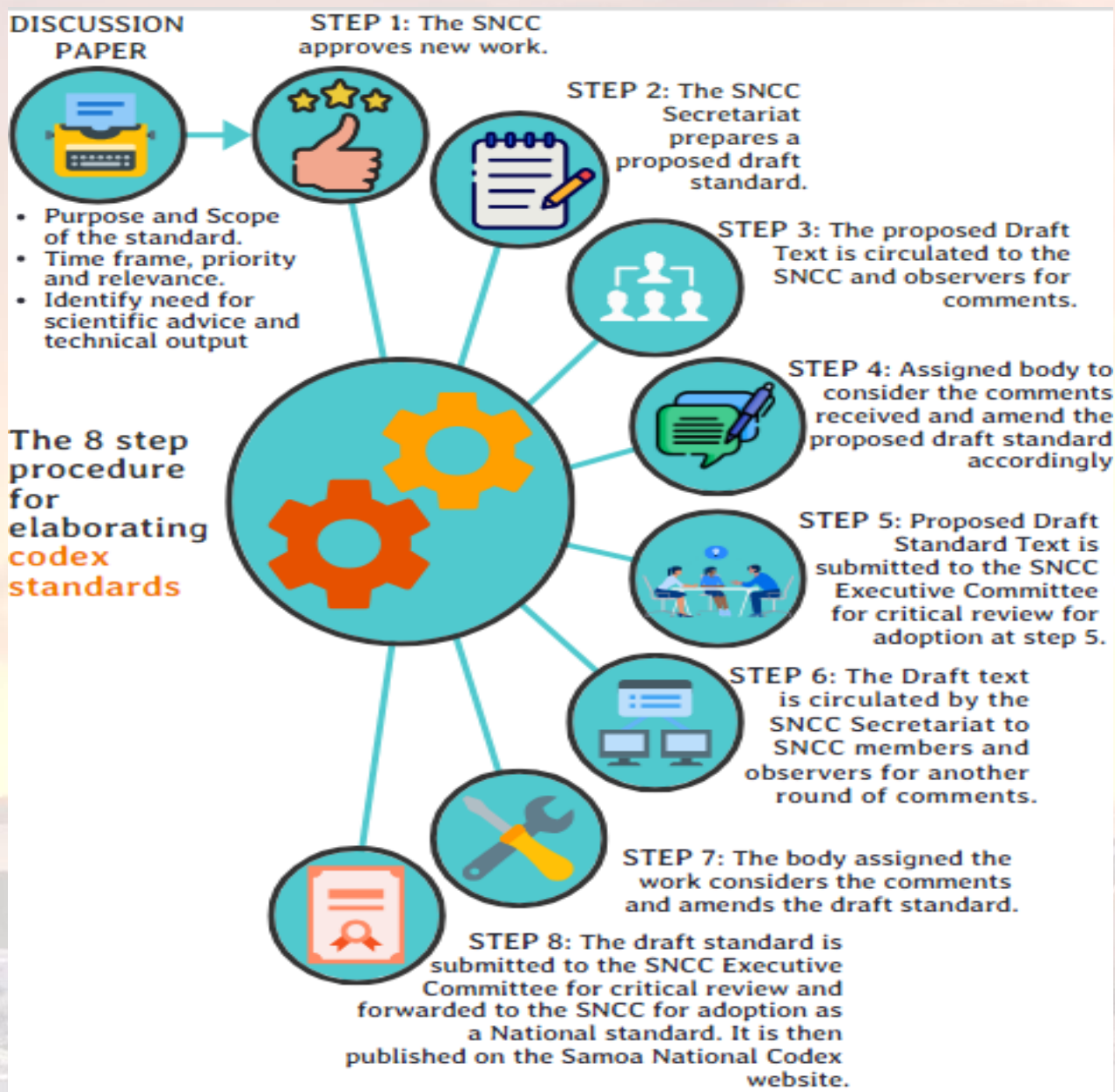
- i. SNCC Working Procedural Manual
- ii. ALINORMS*
- iii. Committee working papers (CXs)
 - (a) Provisional agenda & invitation to attend Codex meetings.
 - (b) Committee working papers.
 - (c) Request for comments.
- iv. Circular Letters (CLs)
 - (a) Request for comments.
- v. Conference Room Documents (CRDs)
- vi. Limited distribution documents (LIM)
- vii. Information Documents (INF)
- viii. Adopted texts.
- ix. Information for delegates.

- x. Reports of Meetings (REP)
- xi. Working group papers.
- xii. Delegation reports.
- xiii. SNCC and Sub-committee agenda minutes.

* All Codex documents contain a reference number which is unique to that document. Working documents for the Sessions of the CAC are referred to as ALINORMs. All ALINORMs have three identifying components in its reference number (e.g. ALINORM 06/29/9). YY/XX/NN Year of the relevant Commission YYXX Session number of the Commission Consecutive number –linked to sequence of discussion in the agenda NN Reports from subsidiary bodies, and tabled at the Commission are also ALINORMs.

2. PROCEDURES FOR THE DEVELOPMENT OF FOOD STANDARDS

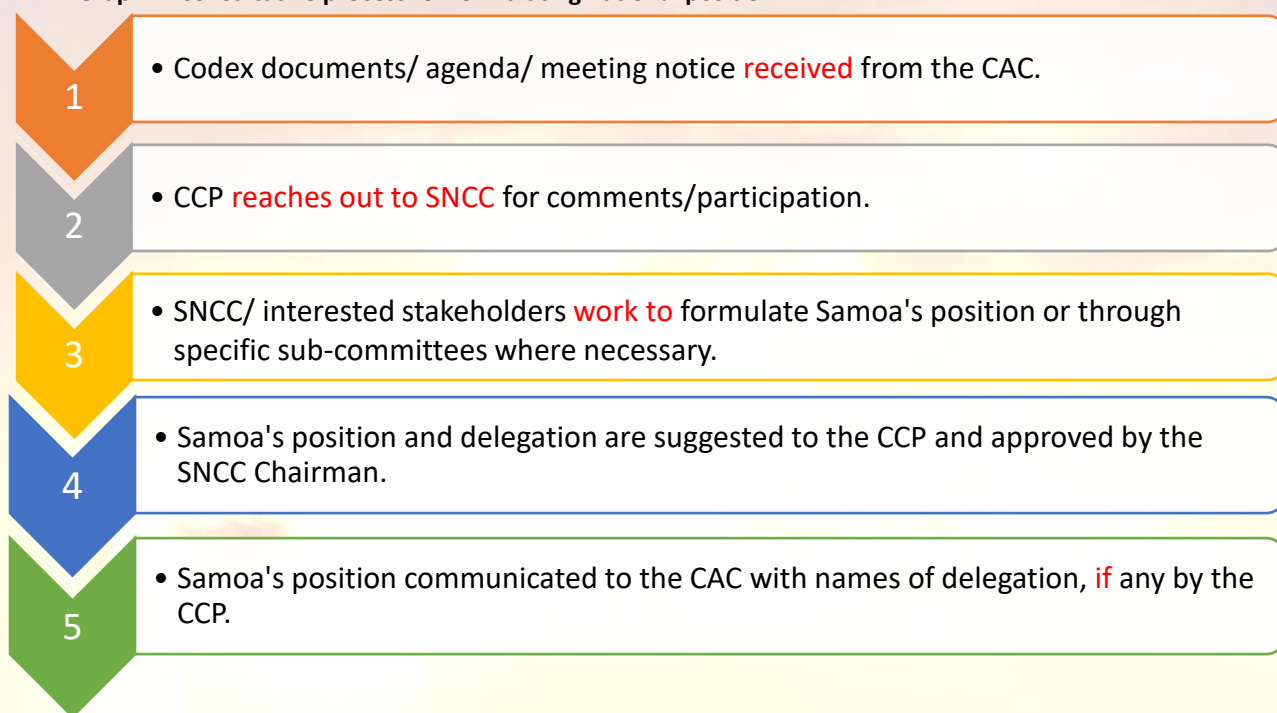
The process for developing a standard has eight steps. This process, which is utilized by the Codex Alimentarius Commission, is adopted by the SNCC to develop national standards. *Refer to Section 2 of the Codex Alimentarius Commission Procedural Manual 28th Edition.*



Graph 1: THE EIGHT (8) STEP PROCEDURE FOR ELABORATING CODEX STANDARDS

3. PROCEDURES FOR THE DEVELOPMENT OF NATIONAL POSITIONS AND WRITTEN COMMENTS.

Graph 2: Consultative process for formulating national position.



On receipt of agenda documents from the secretariat of the CAC or host country, where required the SNCC Secretariat should make a cover note and circulate to the members of the SNCC specifying the main points of the issues requiring consideration by Samoa. Summary of request from CAC/Host Country should follow Format A.

Format-A

- The document number, date, and subject.
- Commission/ Subsidiary body or Task Force which will be considering the agenda and the dates of the meeting.
- A list of issues requiring consideration.
- The last date 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 CCP of Samoa.

A brief note incorporating the points as outlined in Format A should be circulated to the members of the SNCC, where required, SNCC meeting should be convened. Comments must be received by the CCP at least ten working days in advance of the last date of receipt of comments by the Codex Secretariat or the host country. Comments from the SNCC should follow Format B.

Format-B:

- Name of the Codex Committee
- Agenda document number and relevant paragraphs of the Government.
- Issues for consideration.
- 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 oppose based on past participation.
- What should be the participation level in this work: (Please tick mark the option suggested with a brief justification)
 - Must attend the meeting.
 - Submission of written comments will serve the purpose.
 - More data needs to be generated (Identify the department/institute).
 - Attend the meeting with an Observer.

Name and official address of the SNCC Member with signature and date.

4. PROCEDURES AND PROCESS OF NOMINATION FOR AND PARTICIPATION IN INTERNATIONAL CODEX MEETINGS.

BACKGROUND

The detailed protocol for participation in the sessions of the Commissions and other Codex Committees by the Member countries is spelled out in the **Codex Procedural Manual** available online on the Codex Website (<https://www.fao.org/fao-who-codexalimentarius/publications/procedural-manual/en/>). The Commission generally holds one regular Session every alternate year at the Headquarters of either FAO or WHO in Rome and Geneva respectively.

In between the two consecutive Sessions, meetings of Subsidiary Bodies/ Regional Coordinating Committees/ Task forces are also arranged whose reports form the part of the agenda of the Commission for endorsement and further deliberation on disputed issues, if any. The Coordinating Committee for North America and the South West Pacific (CCNASWP) region usually conducts biennial meetings in the country of the selected regional coordinator. Notice of the date and place of each session of the commission and other meetings of Codex is communicated to all Member countries of the commission at least two months before the meeting, and a schedule of meetings for the next Commission session is provided by the Codex Secretariat immediately following each session of the CAC.

PROCESS OF NOMINATION FOR PARTICIPATION IN INTERNATIONAL CODEX MEETINGS

The SNCC will select the delegates and the Chairman of the SNCC (*MCIL CEO*) will appoint the Head and other members of the Samoan delegation to each Codex session by written communication to the Samoan NCCP (*FTCD ACEO*). As far as possible, one official from the Samoan CCP/ Secretariat dealing with the subject matter should be nominated as a Head/Member of the delegation to maintain continuity in Samoa's stand/position based on past records as well as to reflect the national position.

PROCEDURES OF DELEGATION

1. The leader of the delegation shall take the initiative prior to departing for a Codex meeting to arrange a briefing meeting in consultation with the Samoan CCP. This meeting should include all members of the delegation.
2. The delegation shall attend meetings as required including actively participating in the work of the SNCC so that each one of them is fully aware of the deliberation at the national level on each of the Codex agenda items and the national position(s) to be taken at the international forum.
3. The delegation shall assist in the preparation of the delegation report, including the identification of further work and plan of action for Samoa on each topic under consideration by the SNCC.

REGISTRATION OF DELEGATIONS

The Samoan NCCP should ensure the names of the delegations along with the names and addresses of their organizations are communicated to the Codex secretariat as well as to the host country well in time through online registration or email.

TRAVEL ARRANGEMENTS

Delegates and other members of the delegation should make their own arrangements for meeting travel expenses from their respective departments.

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

As a last resort, the Codex Contact Point may assist members of the delegation to find alternative funding sources/ donors where possible.

PROCEDURES OF THE DELEGATED

- i. A copy of the communication issued by the CCP intimating names of all members of the delegation including delegates to the Codex Secretariat and the host country should be carried by each member of the delegation.
- ii. The members of the delegation should maintain official and respectful manner throughout the entire deliberations.
- iii. Informal consultations may be held with the delegation of other countries only during lunch break or before or after the meeting.
- iv. Every effort must 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.

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

vi. In case only non-government member/members represent Samoa 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 NCCP. 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 Samoan 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 Leader and/or the CCP.

viii. At the time of adoption of the draft report, the Leader of the delegation in consultation with the other members of the delegation should review each paragraph of the draft report thoroughly to ensure that the recommendations do reflect the factual position of deliberations. The discrepancy, if any, between the deliberation and recording should be politely brought to the notice of the Chair for rectification and accurate recording.

APPENDIX

APPENDIX 1: TEMPLATE FOR MINUTES



Ministry of Commerce, Industry and Labour
Matagaluega o Pisinisi, Alamanuia ma Leipa



SAMOA NATIONAL CODEX COMMITTEE MEETING (SNCC)

Minutes of SNCC Meeting

Date:

Location:

Time:

Present:

Absent:



AGENDA	Minutes	ACTION
1.	1.	
2.	2.	
3.	3.	
4.	4.	
5.	5.	
6.	6.	
7. <u>Other matters</u>	7.	
8. <u>Next Meeting</u>	1. Next Meeting	
CHAIR		SECRETARY

APPENDIX 2: TEMPLATES FOR DELEGATES' REPORT

- a) Subject of the meeting.
- b) Place of the meeting.
- c) Dates of the meetings.
- 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 notable recommendations/decisions having implications on Samoa.
- h) A gist of deliberation on each of the items of the agenda concerning Samoa covering the following points:
 - i) Topic of the agenda.
 - ii) Reference No.
 - iii) Views of the Samoan 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 Samoa 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 Samoa 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.

APPENDIX 3: LIST OF STANDARDS AND REGULATIONS

Regulations

- Food (Safety and Quality) regulations 2017
- Food (Ava) Regulations 2018

Samoa National Standards

- Drinking Water Standards 2008
- Egg Standards 2010
- Samoa Ava Standard 2018
- Samoa Standard for Cocoa 2019

Regional Standards

Kava Standard 2020

Standards adopted from International Codex Standards

In the Food Act 2015, it states that Cabinet must consider the desirability of maintaining consistency between the regulations and any relevant standards, requirements, or recommended practices that apply or are accepted internationally including standards, guidelines, and related texts published by the *Codex Alimentarius* Commission.

International Adopted Standards

1. Maximum permitted levels of chemical contaminants ([Schedule 1 of Food Safety and Quality Regulations 2017](#))
2. Maximum limits on microbiological contaminants in foods ([Schedule 2 of Food Safety and Quality Regulations 2017](#))
3. Proposed Nutrient Profiling Model ([Schedule 3 of Food Safety and Quality Regulations 2017](#))
4. Table of Conditions for Nutrient Content Claims ([Schedule 4 of Food Safety and Quality Regulations 2017](#))
5. Fortified foods ([Schedule 5 of Food Safety and Quality Regulations 2017](#))
6. Standards on eggs ([Schedule 6 of Food Safety and Quality Regulations 2017](#))
7. Standards on fish and fisheries products ([Schedule 7 of Food Safety and Quality Regulations 2017](#))
8. Standards on cereal and cereal products ([Schedule 8 of Food Safety and Quality Regulations 2017](#))
9. Standards on salt ([Schedule 9 of Food Safety and Quality Regulations 2017](#))
10. Standard on fruit drinks ([Schedule 10 of Food Safety and Quality Regulations 2017](#))
11. High risk foods and foods of regulatory interest ([Schedule 11 of Food Safety and Quality Regulations 2017](#))
12. Standards on fruit and vegetables ([Schedule 12 of Food Safety and Quality Regulations 2017](#))
13. Standard on noni juice ([Schedule 13 of Food Safety and Quality Regulations 2017](#))
14. Standard on infant formula ([Schedule 14 of Food Safety and Quality Regulations 2017](#))
15. Standards on meat and meat products ([Schedule 15 of Food Safety and Quality Regulations 2017](#))
16. Standard on sugar ([Schedule 16 of Food Safety and Quality Regulations 2017](#))



Figure 1: Group Photo of the SNCC at the second Codex Trust Fund Samoa workshop. November 14, 2022.