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<td>BAFRA</td>
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INTRODUCTION

Bhutan has been a Member of the Codex Alimentarius Commission (CAC) since the year 1999. The CAC is an intergovernmental body with over 187 Member Countries and one Member Organization (EU), within the framework of the Joint Food Standards Programme established by the Food and Agriculture Organization of the United Nations (FAO) and the World Health Organization (WHO), with the purpose of protecting the health of consumers and ensuring fair practices in the food trade. The Commission promotes coordination of all food standards work undertaken by international governmental and nongovernmental organizations.

Bhutan Agriculture and Food Regulatory Authority (BAFRA), under Ministry of Agriculture and Forests has been functioning as the National Codex Contact Point since 2003. The National Codex Committee was established in 2005 through the Food Act of Bhutan 2005 and its Regulation 2007. The National Codex Committee (NCC) with broad representation of national experts from relevant agencies serves as the technical advisory body for food safety, quality and standards.

The Procedural Manual for Codex Bhutan is intended to guide the secretariat of National Codex Contact Point (NCCP) to effectively manage the works of Codex in Bhutan. The Manual is useful for Chairs and Members of the NCC to understand their roles and responsibilities in contributing to the works of Codex in Bhutan. It is intended to help NCC members to participate effectively in the advisory role of NCC to the Government on National Policy on food safety and quality and international trade on food and agricultural products. It will also be useful to the Leader and Members of delegation from Bhutan in presenting Bhutan's position to the meetings of Codex.

The Manual consists of three sections:

- **Section I** details the Codex Bhutan's location, roles and responsibilities of the National Codex Contact Point and core functions of Secretariat of Codex Bhutan.

- **Section II** outlines guidelines for the efficient and smooth operation of National Codex Committee of Bhutan.

- **Section III** defines the procedure for selection of the Leader and Members of National delegation from Bhutan and participation to Codex meetings.
SECTION I
NATIONAL CODEX CONTACT POINT OF BHUTAN
AND
CODEX (BHUTAN) SECRETARIAT

1 LOCATION OF NATIONAL CODEX CONTACT POINT OF BHUTAN

Bhutan Agriculture and Food Regulatory Authority (BAFRA) under the Ministry of Agriculture and Forests (MoAF) is primarily responsible to ensure food safety and prevent foodborne diseases, both of which are of importance to national and international public health. Therefore, BAFRA has been designated as the National Codex Contact Point since 2003. The contact details are:

_Bhutan Agriculture and Food Regulatory Authority (BAFRA)_
_Ministry of Agriculture & Forests, Royal Government of Bhutan_
_PO Box No. 1071, Thimphu: Bhutan_
_Tel# +975 2 327030 (Direct) + 975 2 327031/325790/331349 (PABX)_
_Fax # +975 2 327032/335540_
_Email: bhutancodex@gmail.com_
_Web site: www.bafra.gov.bt_

2 ORGANIZATIONAL STRUCTURE AND FACILITIES

- The NCCP is assisted by the “Bhutan Codex Secretariat” comprising of three or more supporting staff to handle the work of Codex (Bhutan).
- Bhutan Codex Secretariat is established in BAFRA to serve as the Secretariat to the National Codex Contact Point (NCCP) and the National Codex Committee (NCC) in carrying out the works of Codex (Bhutan).
- An e-mail address bhutancodex@gmail.com has been set up for smooth and quick “to and fro” communications with the stakeholders.
- A National Codex Resource Centre (NCRC), a digital Codex library has been set up in BAFRA office having access to direct internet connections, fax, copier, computers with printers and network connection for building up exclusive contact with the stakeholders.
- A section devoted to the Codex (Bhutan) in BAFRA’s website is designed to ensure transparency in the work of NCCP and the NCC as well as to enable all the interested stakeholders to get updated information on the subjects concerning progress of Codex works in Bhutan.
3 CORE FUNCTIONS OF NCCP (BHUTAN)

Keeping in view the functions entrusted to the National Codex Contact Point as outlined in the Food Act of Bhutan 2005 and the Codex Procedural Manual, the NCCP (Bhutan) has to undertake following core functions:

3.1 Serve as the Secretary to the NCC, an advisory body responsible to ensure that the government is provided with an appropriate balance of policy and technical advice on which to base decisions relating to the acceptance of Codex standards and all other food control matters in the Kingdom.

3.2 Coordinate all relevant Codex activities within the country:

   a. Act as the link between the Codex Secretariat (Rome) and Bhutan;
   b. Liaise with host countries of Subsidiary bodies/Task Forces functioning under the CAC;
   c. Receive all Codex final texts and working documents of Codex Sessions and ensure that these are circulated to those concerned within the country;
   d. Send comments on Codex documents or proposals to the CAC or its Subsidiary bodies and/or the Codex Secretariat within the time frame;
   e. Act as liaison point between food industry, consumers, traders, and all concerned to ensure that comments on codex documents are based on appropriate balance of policy and technical advice;
   f. 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;
   g. Promote Codex activities throughout the country to improve understanding of Codex and its relevance for domestic food regulation (standards development) and trade.
4 CORE FUNCTION OF CODEX (BHUTAN) SECRETARIAT

Codex (Bhutan) Secretariat office is established in BAFRA and is coordinated by the Food Section with one Focal Officer from Food Section, Livestock Section, Plant Section, and Analytical and Certification Division. Under the supervision and guidance of the NCCP, the Codex (Bhutan) Secretariat is responsible to carry out the following functions:

4.1 Act as coordination unit for NCC
   a. Keep abreast on the issues related to national food control and food safety matters and recommend for analysis and technical review by NCC.
   b. Review international and regional food standards, collect and gather the required data for elaborating national food standards and recommend it to the NCC for establishing local food standards.
   c. Prepare the draft technical agenda and make logistic arrangements for convening the NCC meetings.
   d. Make a record of each of the meetings of NCC and circulate to members.

4.2 Set up an effective information management system
   a. Maintain all relevant Codex texts in the library of National Codex Resource Centre (Online or offline) with proper indexing and coding and should be accessible to the interested stakeholders as reference.
   b. Maintain Document Register detailing records of documents received from the Codex Contact Points of Member states and the Codex Secretariat and those distributed by Bhutan Codex Contact Point.
   c. Maintain updated information on Codex works in BAFRA’s website to provide information to all the interested stakeholders on management of Codex work in Bhutan.
   d. Maintain a directory of local and foreign organizations/stakeholders whose tasks concern food standards.

4.3 NCC/Consultations meetings
   a. Prepare comments, consolidate national positions and responses for Codex meetings.
   b. Provide responses to Codex questionnaires and other requests for information.
   c. Prioritising the Codex meetings for the new calendar year.
   d. Facilitate nomination of delegates to attend regional or international meetings.
   e. Provide responses to Codex questionnaires and other information requested by CAC Secretariat.
5 BUDGETS FOR CODEX (BHUTAN)

The NCCP should maintain a regular budget to meet the running cost of the activities related to NCC and to meet the expenditure for participation in the meetings of Codex having relevance to Bhutan. Codex (Bhutan) secretariat shall provide TA/DA to the members, alternative members, observers and advisers for the in-country travel to meet the costs of attending a National Codex Committee Meeting.

The NCCP may seek funding assistance from international agencies for attending Codex and related meetings in line with existing norms.

6 SCHEDULING NCC MEETINGS

On receipt of advance time table of the meetings of the Commission/Subsidiary bodies/Task forces, the NCCP will draw up a schedule and venue of the meetings of the NCC. The Committee may make provision for the scheduling and conduct of its meetings and the procedures to be followed at its meetings. It shall meet at least two times per year, and as and when required.

On receipt of agenda documents from the secretariat of the CAC or host country, where required the Codex (Bhutan) Secretariat should convene a NCC meeting and follow a ‘Consultative Process for Formulating National Position’ as outlined in Annexure I.

7 AGENDA

The Codex (Bhutan) Secretariat shall prepare draft agenda for each meeting of the NCC and circulate to NCC members for the comments and incorporation of additional agenda items, if any. The agenda should be based on the national technical issues of the country requiring analysis and technical opinion of the NCC and also for the formulation of national positions on the agenda of any commission or the subsidiary body of Codex Alimentarius Commission.

Each agenda item should incorporate the following:

1. Summary of national/Codex issues to be deliberated upon

2. For formulation of national position on agenda of any session of Codex Alimentarius Commission or the Subsidiary body of Codex Alimentarius Commission, the following may be considered:
   - Codex document number, the subject and the meeting in which it is to be considered;
- A brief on national position/legislation on each issue;
- Stand taken by Bhutan in the past, the names of the delegation who attended the meetings and reports of delegates;
- Stand to be taken by Bhutan on the present topic;
- Proposed delegation for the meeting.

3. Any other business with the permission of the Chair
   - Harmonization of national standards with regional/international food standards;
   - Updating of Procedural Manual for Codex (Bhutan).

8 MINUTES AND FOLLOW UP ACTION

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

Detailed written minutes of the meeting duly approved by the Chairperson should be sent to the members of the Committee either by email or by fax within a period of two working days. The members should be requested to offer their comments on the recording of the minutes within a period of three working days from the date of receipt of the minutes. If no comments are received within 3 working days, it shall be considered as final.

Where required, the NCCP should thereafter communicate Bhutan’s position to the Codex secretariat or the host country in the required format.

9 RECEIPT AND DISTRIBUTION OF CODEX TEXT

On receipt of final document on Codex text/amendment to existing document/latest edition of Codex Procedural Manual, the same should be entered in a registry library and documents should be sent electronically to the Chairperson of the NCC and the members.
SECTION II
THE NATIONAL CODEX COMMITTEE

1 BACKGROUND

The National Codex Committee was established in 2005 through the Food Act of Bhutan 2005 and its Regulations (2007). The National Codex Committee (NCC) of Bhutan has broad representation of national experts from relevant agencies, and serves as the highest technical advisory body for food safety, quality and standards.

2 COMPOSITION OF NCC

As per the Food Act of Bhutan 2005, the NCC (Bhutan) is comprised of the following members appointed upon nomination by their respective agencies or organizations:

1. The Secretary, Ministry of Agriculture and Forests, Chair
2. One senior level representative of BAFRA
3. One senior level representative from Department of Agriculture, MoAF
4. One senior level representative from Department of Livestock, MoAF
5. One senior level representatives from the Department of Public Health, Ministry of Health
6. One senior level representative from Department of Trade, Ministry of Economic Affairs
7. One senior level representative from the department responsible for Urban Affairs;
8. One senior level representative from the Bhutan Chamber of Commerce and Industry;
9. One representative from Bhutan Standards Bureau
10. The National Codex Contact Point, who shall act as a Secretary of the Committee

The alternative members from each representative agencies/organization shall be appointed to maintain the consistency and continuity in the absence of permanent members.

Observer
Any other expert who is not a regular member of the NCC but competent to contribute to the subject under consideration because of his professional expertise, may also be requested to attend the meeting as an observer.
3 FUNCTIONS AND RESPONSIBILITIES OF NCC (BHUTAN)

a. Serve as the advisory body for Codex and other food control matters within the Kingdom, studying Codex documents and analysing all relevant information in order to formulate advice to the government.

b. Review international and regional food standards, collect and analyse data for elaborating national food standards and establish standards for food of all types in the Kingdom, ensuring that such standards are practicable in the local environment.

c. Draft standards, rules and regulations, orders, and notices under the Food Act of Bhutan 2005, as well as amendments thereto, and make proposals to the Commission regarding any necessary legislative changes.

d. Act as liaison with the food industry, consumers, traders and all other concerned persons and organizations, distributing information received from the CAC Secretariat and facilitating wider consultation in order to ensure that the government is provided with an appropriate policy and technical advice on which to base decisions relating to the acceptance of Codex standards and all other food control matters in the Kingdom.

e. Formulate on national positions on matters under consideration related to Codex. Where major policy decision is involved, provide recommendations to the National Food Safety and Quality Commission (NFQSC).

f. Provide responses to Codex questionnaires and other requests for information.

g. Select and approve delegates to attend regional or international Codex meetings.

h. Explore the possibilities of budgetary resources either from industry or international organizations to meet the resources for participation in Codex meetings.

i. Make a record of each of its meetings and make additional reports to the Commission and/or the Minister as directed.

5 CHAIR AND VICE CHAIR

The chair shall appoint vice chair among the members who will chair the NCC meeting in absence of the Chair.
6 FUNCTIONING OF THE COMMITTEE

a. Meetings shall be held at the call of the Chair or Secretariat, or at the request of a participating department at least twice a year, in keeping with the current CAC Timetable of Codex Sessions for the year.

b. In the absence of the Chair, meetings shall be chaired by the Vice Chair or as may be requested by the Chair.

c. Any member who cannot attend the meeting of the Committee may delegate the alternate to attend in that member’s stead and who may exercise all the responsibilities of such member, including voting.

d. The Chair may remove a representative where the Committee has determined and recommended to the Chair that representation by that organization or unit is no longer essential to the functioning of the Committee.

e. The Chair may appoint any additional representative or representatives where the Committee has determined and recommended to the Chair that representation by such additional organization or unit is essential to the functioning of the Committee.

f. Each member of the Committee shall, unless earlier removed by the Chair of the Committee, hold office for a period of three years from the date of appointment, and, upon the expiry of that period, shall be eligible for reappointment.

g. Members of the Committee may resign in writing to the Chair; a replacement shall be appointed within 20 days.

h. Where the Committee so authorizes, representatives of governmental organizations and agencies, as well as industry and consumer groups, may attend meetings of the Committee but may not vote.
SECTION III
DELEGATION AND DELEGATION MANAGEMENT FOR THE PARTICIPATION IN CODEX MEETINGS

1 BACKGROUND

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 online on the Codex Web site (www.codexalimentarius.net). An overview of the Procedure for participating in Codex Works is described in Annexure III. The Commission generally holds one regular Session every alternate year at the Headquarters of either FAO or WHO at Rome and Geneva respectively.

In between 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 structure of the Codex Alimentarius Commission is provided in Annexure IV. 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, a schedule of meetings for the next Commission session is provided by the Codex Secretariat immediately following each session of the CAC.

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

2 SELECTION OF THE LEADER AND DELEGATION MEMBERS

The National Codex Committee will select and the Chairman of National Codex Committee will appoint the Head and other members of the Bhutanese delegation to each Codex session by a written communication to the NCCP. The nominee from different departments or institution should be communicated in writing to the NCCP for the selection by the NCC. As far as possible one official from NCCP or Codex (Bhutan) Secretariat dealing with the subject matter should be nominated as a Head/Member of the delegation so as to maintain continuity in Bhutan’s stand/position based on past records as well as to reflect national position.
3 RESPONSIBILITY OF DELEGATION

a. The leader of the delegation shall take the initiative prior to departing for a Codex meeting to arrange a briefing meeting in consultation with the NCCP. This meeting should include all members of delegation.
b. The delegation shall attend meetings as required including actively participating in the work of the NCC so that each one of them is fully aware of the deliberation at national level on each of the Codex agenda item and the national position/s to be taken at the international forum.
c. The delegation shall assist in the preparation of the delegation report, including identification of further work and plan of action for Bhutan on each topic under consideration by the NCC.

4 REGISTRATION OF DELEGATIONS

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

5 TRAVEL ARRANGEMENTS

a. Delegates and other members of the delegation should make their own arrangement for meeting the travel expenses from their respective departments/institutions.
b. Non-government members of the delegation representing industry or NGOs should meet the expenses from their own sources and make their own travel arrangements.

6 BRIEFING OF DELEGATION

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

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

- Bhutan’s position and comments to specific Agenda item
- Report of the previous respective Codex Committee Meeting
The NCCP must ensure that all members of the delegation including the leader are fully aware of their roles and responsibilities and “Code of conduct” for participation in Codex meetings as detailed in Annexure II of this Manual.

7 FOLLOW UP ACTION AND ACTION PLANS

Codex (Bhutan) Secretariat will arrange a de-briefing meeting within a period of fifteen working days from the date of participation in the Codex meeting.

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

8 REPORTING AND DEBRIEFING

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

b. Preparation of this report may be shared amongst delegation members.

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

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

NATIONAL FOOD QUALITY AND SAFETY COMMISSION

National Food Quality and Safety Commission is the highest policy level decision making body responsible to maximise industry development, protect consumers, foster trade and improve food control in the Kingdom.

National Codex Committee will provide recommendations related to food safety to National Food Quality and Safety Commission for decision making.

NFQSC is responsible for reviewing and approving the work of the National Codex Committee regarding:

i. Development and acceptance of national standards regarding food quality, food safety, ingredients, additives, adulterated food, weights and measures, laboratories and other technical issues.


iii. Policy decisions related to all Codex activities and issues.
POST MEETING REPORT FORMAT

Format-I

a) Subject of the meeting
b) Place of the meeting
c) Dates of the meeting
d) Names and designation of the Leader and other members of the delegation
e) List of additional documents including conference room documents and late papers as tabled in the meeting along with a copy of each document
f) A copy of the draft report as adopted in the meeting that annotates all the changes made in the final session of the Codex meeting
g) A summary of salient recommendations/decisions having implications on Bhutan
h) A gist of deliberation on each of the items of the agenda concerning Bhutan covering following points, where applicable:

- Topic of the agenda
- Document No.
- Paragraph No.
- Views of the Bhutanese delegation as expressed in the meeting.
- Whether any side events/informal meeting/discussions with other Member countries were arranged and if so, the outcome thereof.
- The outcomes/recommendations from the Codex meeting.
- Future work plan of the Codex committee and a plan of action for Bhutan with timeframe and allocation of tasks.
- Did all members of the delegation abide by the directive of the leader and official decorum? If not, the specific instance of non-compliance.
ANNEXURE I

CONSULTATIVE PROCESS FOR FORMULATING NATIONAL POSITION

Codex documents/agenda/meeting notice from the CAC

NCCP for comments/participation

NCC /interested Stake holders for formulating Bhutan’s position

Bhutan’s position and delegation are suggested to the NCCP

Bhutan’s position communicated to the CAC with names of delegation, if any by the NCCP

On receipt of agenda documents from the secretariat of the CAC or host country, where required the Codex (Bhutan) Secretariat should make a cover note and circulate to the members of the NCC specifying a gist of issues requiring consideration by Bhutan.

Comments should follow the following standard Format A.

Format-A

- The document number, date and the subject
- Commission/Subsidiary body or Task Force which will be considering the agenda and the dates of the meeting
- A gist of issues requiring consideration
- The last date for sending comments on the document to the Codex Secretariat or the host country
- The date by which comments from the members/stakeholders should reach the NCCP of Bhutan
A brief note incorporating the points as outlined in Format-A should be circulated to the members of the NCC, where required NCC meeting should be convened. Comments must be received by the NCCP at least ten working days in advance of the last date of receipt of comments by the Codex Secretariat or the host country.

Comments should follow the following standard Format B:

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

| Name and official address of the NCC Member with signature and date |
Comments received should be compiled by the NCCP and stand to be taken by Bhutan based on the comments, national policy/legislation, stand taken in the past, duly approved by the chairperson, NCC should be communicated to the Codex Secretariat or the host country as outlined in the Format C:

Format-C

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

Head, NCCP with signature and date
ANNEXURE II

CODE OF CONDUCT FOR PARTICIPATION AT THE CODEX MEETINGS

i. A copy of the communication issued by the NCCP intimating names of all members of delegation including delegate 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 decorum 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 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 Bhutan 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 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 Bhutanese 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 NCCP.

viii. The members of the delegation should review, when it becomes available, the draft List of Participants in relation to the accuracy of the Bhutanese.

ix. At the time of adoption of the draft report, the Leader of the delegation in consultation with the other members of the delegation should scrutinise each paragraph of the draft report thoroughly to ensure that the recommendations do reflect the factual position of deliberations. Discrepancy, if any, between the deliberation and recording should be politely brought to the notice of the Chair for rectification and correct recording.
ANNEXURE III

PROCEDURE FOR PARTICIPATING IN CODEX WORKS

Codex → Office of National Codex Committee
  ↓                                           ↓
  provides a list of appropriate organizations for each meeting
National Codex Committee
  ↓
Office of National Codex Committee
  ↓
Concerned Organizations
  ↓
sends invitation and agenda when received
  ↓
considered budget and informs of representative(s)
Office of National Codex Committee
  ↓
preparers a list of names of delegates for a meeting
National Codex Committee
  ↓
is informed of the list of delegates and approves a head of delegation
Office of National Codex Committee
  ↓
proposes
 Responsible Ministry
  ↓
approves of delegation
Office of National Codex Committee
  ↓
provides meeting document(s), a summarized paper and resolution of NCC for each agenda item
Concerned Organizations
  ↓
prepares for expenditure and trip arrangements for representative(s)
  ↓
delegates
National Codex Committee
  ↓
orders
  ↓
Office of National Codex Committee
  ↓
takes action
  ↓
delegates attend the meeting and defend national comments
  ↓
reports