

**PROCEDURAL MANUAL OF THE NATIONAL CODEX COMMITTEE (NCC)
FEDERAL REPUBLIC OF NIGERIA**

INTRODUCTION

The National Codex Committee (NCC) was established in July 1973 by the approval of the Federal Executive Council. Nigeria is a member of the Codex Alimentarius Commission, a joint FAO/WHO Food Standards programme with Headquarters in Rome. The reconstitution of the National Codex Committee to incorporate all stakeholders was carried out in 2002 to enable the committee function effectively towards providing relevant inputs into Codex activities, in view of its implications for the improvement of health, safety and quality as well as the economy at National level and also to assert the Country's position Internationally.

The importance of Codex Standards in International trade cannot be over emphasized. Suffice it to mention that Codex Standards are now recognized by the World Trade Organisation (WTO) and in cases of trade disputes, Codex Standards will be used for arbitration. The importance and responsibility of the National Codex Committee (NCC) has therefore increased beyond what it was at its inception. This procedural manual has been developed as a guide for a vibrant, pro-active and technically balanced National Codex Committee (NCC).

The National Codex Committee (NCC) procedural manual is intended to help members participate effectively in the advisory role of NCC to the Government on National Policy on food safety and quality and International food and Agricultural produce trade. The manual shall also facilitate carrying out effective deliberations, providing technical inputs on technical and related issues arising from Codex Standards, Codes of Practice, Guidelines & other advisory texts.

Section I

Sets out the General Rules of the National Codex Committee (NCC) and the other internal procedures necessary to achieve the objectives of the National Codex Committee.

Section II

Lists out the core functions of the National Codex Committee Secretariat, the four (4) NCC Technical Sub-committees with their terms of reference.

Section III

Sets out the guidelines for meetings of the National Codex Committee and its Technical Sub-committees. It also lists the membership of the National Codex Committee.

This second edition of the Procedural Manual of the National Codex Committee of the Federal Republic of Nigeria was prepared by the General Purpose Committee of the National Codex Committee with reference to the Codex Alimentarius Commission (CAC) Procedural Manual *.

*Joint FAO/WHO Food Standards Programme Codex Alimentarius Commission Procedural Manual, 15th Edition

SECTION I

RULES OF PROCEDURE

General Rules of Procedure

Rule 1

Objectives of the National Codex Committee (NCC)

The National Codex Committee (NCC) shall be responsible for synthesizing national positions to Codex meetings and guiding national policies on food standards, safety and international food trade issues. It shall be consulted by the Ministers of Health, Agriculture and Water Resources, Commerce and Industry, Science & Technology, Environment, their relevant Parastatals including National Agency for Food and Drug Administration and Control (NAFDAC) and the Standards Organisation of Nigeria (SON), the Food Industry and other relevant stakeholders on issues pertaining to the Codex Alimentarius Commission Joint FAO/WHO Food Standards Programme.

The National Codex Committee shall provide a technical forum for:

- a) Articulating national guidelines for protecting the health of the consumers and ensuring fair practices in the food trade.
- b) Promoting co-ordination of all food standards work undertaken by national international governmental and non-governmental organizations.
- c) Determining priorities and initiating draft standards through and with the aid of appropriate organizations.
- d) Initiating review of published standards, after appropriate survey in the light of developments.
- e) Discussing issues relating to Codex and other regional standards on composition, safety, labeling, analysis and marketing of foods.
- f) Initiating scientific and technical data, generating research or collaborative studies, collating and processing data to enhance and enrich national, Codex and regional standards and all aspects of food regulations and marketing.

Rule 2

Membership of the National Codex Committee (NCC) is open to all relevant government and non-governmental establishments and experts, as determined by the Codex Contact Point (CCP), subject to approval of NCC, which is the secretariat, responsible for food safety concerns and maintains list of members.

Rule 3

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 work of the National Codex Committee may upon a request communicated to the National Codex Committee Secretariat be invited to attend meetings of the Committee, its Sub-Committees and ad hoc meetings as observers.

Rule 5

Federal Ministry of Health (FMOH) and The Standards Organisation of Nigeria (SON) shall assume the Chairperson and Secretary roles respectively of the National Codex Committee (NCC).

The National Codex Committee Secretariat shall work in close collaboration and in agreement with the Chairperson of the National Codex Committee(FMOH) and NAFDAC on all issues pertaining to Codex work.

Experts:

- *Individuals with experience in Codex work;*
- *Members of the academia with expertise and published work in food Safety, Quality, Nutrition, Risk Analysis and other similar fields of stud;*
- *Members of Professional bodies with experience on laboratory Analytical work.*

Rule 5

The National Codex Committee shall report and make recommendations to the Federal Government of Nigeria through its Chairperson.

Rule 6

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

Rule 7

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

Rule 8

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

Rule 9

The National Codex Committee shall have an annual budget, which shall be jointly borne by Ministers of Health, Agriculture and Water Resources, Commerce and Industry, Science & Technology, Environment, NAFDAC, SON, AFBTE/Food Industry and supported by other stakeholders.

Rule 10

All operating expenses of the subcommittees including those relating to meetings, documentation, distribution etc shall be borne by the Chair of such committees.

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 NCC and reflected on the list of members.
3. Each member shall communicate to the National Codex Committee Secretariat the names of its representatives and other members of its delegation, not exceeding three names.

Rule II : Officers

1. The National Codex Committee shall be chaired by the Honourable Minister of Health while the Secretary shall be the Director-General (SON), who is also in charge of the National Codex Committee Secretariat.
2. The Chairperson and Secretary, if unable to attend, shall be represented by designated officers not below the management cadre 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 National Codex Committee may establish the following types of subsidiary bodies:

- a) Subsidiary bodies, which it deems necessary for the accomplishment of its work of reaching national positions on Codex issues e.g. Inter-Ministerial Sub-Committee.
- b) Subsidiary bodies in the form of:
 - i) The National Codex Committee Sub-Committees, which shall be responsible for technical inputs/recommendations to the National Codex Committee;
 - ii) Sectoral Technical Sub-Committees for groups of food products/industries, which shall exercise co-ordinating role in matters peculiar to such sectors;
 - iii) An appraisal Committee to review the work of the NCC periodically.

2. Membership of these subsidiary bodies shall be constituted as determined by the National Codex Committee.

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 National Codex Committee only except where otherwise provided in these rules. Their terms of reference and reporting procedures shall be determined by the National Codex Committee Secretariat in consultation with the Chairperson, except where otherwise provided in these rules.

5. Meetings of subsidiary bodies shall be convened by the National Codex Committee Secretariat:

(a) In the case of bodies established under Rule III 1. (a), in consultation with the National Codex Committee 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

(c)In the case of bodies established under Rule III.1.b (ii) (Sectoral Technical Sub-Committees) in consultation with the Chairperson of the respective Technical 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) and (ii) after consultation with the National Codex Committee Secretariat.

7. Notice of the date and place of each meeting of bodies established under III 1. b(i) and (ii) shall be communicated to all members of the Sub-Committee at least 2(two) weeks before the meeting.

8. The establishment of subsidiary bodies under Rules of Procedure III. 1. (a) and Rule III. 1 (b) ii shall be subject to the availability of necessary funds and expediency.

10. The members who shall be responsible for appointing Chairpersons of subsidiary bodies established under Rule ill. 1 (b) (i) shall be the *core stakeholders.

* **Core Stakeholders:** Shall be the listed members of the National Codex Committee in the Procedural Manual

Rule IV : Initiating Standards

1. Subject to provisions of rules to be developed, the National Codex Committee 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 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.

(iii) In this regard it is noted that food labeling plays an important role in furthering both of these objectives.

Rule V: Budget and Expenses

I. The Appraisal Committee shall provide for consideration by the National Codex Committee at its 2nd Quarter meeting each year, an estimate of expenditure based on the proposed programme of work of the National Codex Committee and its subsidiary bodies. It shall also provide information concerning expenditures for the previous financial period. The estimate with such modifications as may be considered appropriate by the Ministers of Health, Agriculture and Water Resources, Commerce and Industry, Science and Technology, Environment, Directors-General of NAFDAC and SON and the President of AFBTE in the light of recommendations made by the National Codex Committee, shall subsequently be

incorporated in the regular budgets of the organizations for approval by the appropriate authority.

2. The estimate of expenditure shall make provision for the operating expenses of the National Codex Committee and the subsidiary bodies established under Rules of Procedure III. 1 (a) and III. 1 (b) (ii) and for expenses relating to staff assigned to the programme and other expenditures incurred in connection with the servicing of the latter.

3. The operating costs of subsidiary bodies established under Rule of Procedure III.1 (b)(i) (Sub-Committees) shall be borne by each member accepting the Chair of such a body. The estimate of expenditure may include a provision of such costs involved in preparatory work as may be recognized as operating expenses of the Committee in accordance with the provisions of Rule 10 of General Rules of the National Codex Committee.

4. Expenses incurred in connection with attending meetings of the National Codex Committee and its subsidiary bodies shall be borne by the member - organisation concerned.

(i). Expenses incurred to attend sessions of Codex Alimentarius Commission and its subsidiary bodies by representatives of members shall be borne basically by the members but augmented as deemed necessary and provided for in the budget of the National Codex Committee.

(ii). Should experts be invited by the National Codex Committee secretariat to attend meetings of the National Codex Committee and its subsidiary bodies in their individual capacity, their expenses shall be borne out of the regular budgetary funds available for the work of the National Codex Committee.

Rule VI: 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 VII: Entry into Force

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

SECTION II

CORE FUNCTIONS OF THE NATIONAL CODEX COMMITTEE SECRETARIAT NCC TECHNICAL COMMITTEE AND TERMS OF REFERENCE

CORE FUNCTION OF THE NCC SECRETARIAT

1. The National Codex Committee Secretariat shall, in consultation with the Chairperson, prepare the agenda and arrange for quarterly meetings of the NCC and also co-ordinate the arrangements for the meetings of the sub- committees.
2. Produce and present the minutes of the National Codex Committee meetings which shall be circulated to members at least 2 (weeks) prior to the scheduled meetings in addition to the relevant Codex documents.
3. Co-ordinate activities by the chairpersons of the sub-committees in preparation for meetings by providing Codex documents which require government comments to the sub committees for circulation to members.

NCC TECHNICAL COMMITTEES AND TERMS OF REFERENCE

General Purposes Sub-Committee

Scope of Work

The General Purpose Sub-Committee shall carry out effective deliberation and provide technical inputs on technical and related issues arising from Codex and National standards, Codes of Practice, Guidelines and other advisory text with respect to the following:

- Pesticide Residues in Food
- Residues of Veterinary Drugs in Foods FoodAdditives and Contaminants Food Labelling
- Food Hygiene
- Food Import and Export Inspection and Certification Methods of Analysis and Sampling
- General Principles.

Terms of Reference

(a) Study the contents of Codex and national draft standards, guidelines and related texts in co-operation with other committees where necessary.

(b) Recommend to the main National Codex Committee (NCC) amendments if necessary or endorsements of provisions contained in the Codex and National draft standards, guidelines and related texts.

(c) To consider other matters that may be assigned to it by the main National Codex Committee (NCC) outside the above scope.

(d) May incorporate other members into the sub-committee if considered useful for the purpose of achieving the work of the committee.

(e) Committee shall ensure that the various assignments are completed within a reasonable time frame to enable responses/comments to be communicated within the set time limit.

Animal and Animal Products Sub-Committee

Scope of Work

The committee shall carry out effective deliberations and provide technical inputs and review issues arising from Codex and National standards, codes of practice, guidelines and other advisory including but not limited to the following:

- Meat /Poultry Products
- Fish and Fisheries Products
- Milk and Milk Products.

Terms of Reference

- a) Same as in (a) – (e) for General Purposes Sub-Committee
- b) Examine issues in line with current emerging health problems of global concern.

Plants and Plants Products Sub-Committee

Scope of Work

The Committee shall carry out effective deliberations and provide technical inputs and review issues arising from Codex and national standards, codes of practice, guidelines and other advisory texts with respect to the following:

- Cereals, Pulses and legumes
- Vegetable Proteins
- Fats and Oils
- Cocoa Products and Chocolate - Sugars and Honey

- Fresh Fruits and Vegetables
- Processed Fruits and Vegetables
- Soups, Broths and Bouillon Cubes.
- Roots and Tubers
- Nuts

Terms of Reference

(a) Same as in (a) – (e) for General Purposes Sub-Committee

(b) Examine critical issues involved in fats and oils of animal, vegetable and marine origin including margarine and olive oil.

(c) Critically examine issues of regulatory importance to cocoa and other cash crops.

(d) Consider issues of regulatory importance to roots and tubers.

Special Projects Sub-Committee

Scope of Work

The committee shall carry out effective deliberations and provide technical inputs on technical and related issues arising from Codex standards, codes of practice, guidelines and other advisory texts with respect to the following:

- Biotechnology
- Food for Special Dietary Uses.
- Mineral Waters
- Animal Feeding
- Food Supplements
- Beverages (alcoholic and non alcoholic)

Terms of Reference

(a) Same as in (a) – (e) for General Purposes Sub-Committee

(b) Examine standards, guidelines or other principles, as appropriate for food derived from biotechnology or traits introduced into food by biotechnology.

(c) Examine, amend if necessary and endorse provisions on nutritional aspects proposed for inclusion in Codex standards, guidelines and related texts.

(e) Examine guidelines as appropriate on Good Animal Feeding Practices to ensure safety and quality of foods of animal origin.

SECTION III

MEETINGS OF THE NATIONAL CODEX COMMITTEE AND SUB-COMMITTEES
MEMBERSHIP OF THE NATIONAL CODEX COMMITTEE
EXTRACTS FROM CODEX ALIMENTARIUS COMMISSION PROCEDURAL MANUAL:
MEMBERSHIP OF THE CODEX
LIST OF THE CODEX CONTACT POINTS
STRUCTURE OF THE CODEXALIMENTARIUS COMMISSION

Meetings of the National Codex Committee and Sub-Committees

1a. The NCC shall in principle hold meetings quarterly (every 3 months). Additional meetings shall be held as considered necessary.

2. Meetings shall be convened with the dates and venues of such meetings fixed by the National Codex Committee Secretariat in consultation with the chairperson.

3. Notice of the date and agenda of each meeting of the NCC shall be communicated to all members of the NCC at least 2 weeks before the meetings.

4. 1/3 members shall constitute a quorum for whatever purposes the meeting is called.

Agenda.

1. The NCC Secretariat after consultation with the chairperson shall prepare a provisional agenda for each meeting of the NCC.

2. Any member of the NCC may request the Secretariat to include specific items in the Provisional Agenda.

3. After the agenda has been adopted, the NCC may either by consensus or voting amend the agenda by deletion, addition or modification of any other item.

4. Documents to be considered at the NCC meetings shall be furnished by the Codex Contact Point/NCC Secretariat to all members while for the Sub-Committees it shall be in

collaboration with the secretariat. Documents and reports from committee members or experts and consultants must have been forwarded to the secretariat at least 4 weeks prior to the meeting at which they are to be discussed. '

Observers

Any identified expert or body that is not a member of the NCC but has a special interest in the work of the NCC may upon request communicated to the NCC Secretariat or by invitation attend meetings of the NCC or its Sub- Committees. Such persons may submit memoranda and participate in the discussions but have no voting rights.

Records and Reports

1. At each meeting, the NCC shall approve a report embodying its views, recommendations and conclusions. Such other records for its own use as the Committee may on occasion decide shall also be maintained.
2. The report of the NCC when necessary, shall be communicated to the member organisation and the Honourable Minister of Health who shall bring it to the notice of the Federal Executive Council.
3. Recommendations of the NCC having Policy Programmes or Financial implications shall be brought to the notice of the Ministers of Health, Agriculture and Water Resources, Commerce and Industry, Science & Technology, Environment, the Directors-General of SON, NAFDAC and the President of AFBTE for their consideration.
3. Subject to the provisions of the preceding paragraph, the Secretariat may request members to supply the NCC with information on the basis of such recommendations made by the NCC.
4. National delegates to international conferences/meetings, regardless of the nature of sponsorship Government, Private Organisation or Individual should forward their reports to reach the NCC Secretariat not later than 2weeks after the end of such conference or meeting.

MEMBERSHIP

- 1) The Honourable Minister (Chairman) Federal Ministry of Health,
Federal Secretariat Complex,
3rd Floor, Phase I, Shehu Shagari Way, P. M. B. 083,
Abuja.
- 2) The Director General
National Agency for Food and Drug Administration and Control (NAFDAC) Plot 2032
Olusegun Obasanjo Way, Wuse Zone 7, Abuja.

- 3) The Director General
Standards Organisation of Nigeria, (Secretariat) Road 34, Victoria Arobieke Street,
Off Admiralty Way
Lekki Phase I, Lekki Lagos.
- 4) The Honourable Minister,
Federal Ministry of Agriculture and Water Resources, Areal, P.M.B.135,
Garki, Abuja,
- 5) The Honourable Minister,
Federal Ministry of Commerce and Industry Federal Secretariat,
P. M. B. 88, Garki, Abuja
- 6) The Honourable Minister,
Federal Ministry of Science and Technology,
Dept. of Physical and Life Sciences
Federal Secretariat, Shehu-Shagari Way,
Maitama, Abuja.
- 7) The Honourable Minister,
Federal Ministry of Environment
Federal Secretariat,
(7th & 9th Floor) Shehu Shagari Way
Abuja.
- 8) The Honourable Minister, Ministry of Foreign Affairs
Multilateral Economic Co-operation Division (MECD)
3 Maputo Street, Zone 3, Wuse, Abuja.
P. M. B. 130, Garki, Abuja.
- 9) The Honourable Minister,
Federal Ministry of Justice,
(Solicitors Department) Federal Secretariat,
Garki Abuja, FCT
- 10) The Economic Adviser, The Presidency
National planning Commission, (Agriculture and Industry Department), Federal
Secretariat Annex III,
Shehu Shagari Way,
Abuja.
- 11) The Director - General
Consumer Protection Council
Plot 1105 Dar- Es-Salaam Street,
Off Aminu Kano Crescent
Wuse II

Abuja.

- 12) The Comptroller General,
Nigeria Customs Service,
Customs and Excise Department,
Wuse Zone 3, Abuja.
- 13) The Director General,
National Biotechnology Development Agency (NABDA),
16 Dunkofia Street, Area 11,
Abuja.
- 14) The President
National Association of Small & Medium Scale Enterprises (NASME)
NIDB House (3rdFloor), Broad Street, Lagos.
- 15) Mr. George O. Baptist (Consultant)
Plot 41 Wale Taiwo Close
(Behind Excellent Hotel)
Ogba Ikeja, Lagos.
- 16) A1haji G. A. Solabi (Consultant)
Rambigas Nigeria Limited,
44/45 Galaxy Shopping Complex, Jidah Market Road,
Agbara, Ogun State
P. O. Box 563. Oto Ijanikin, Lagos-State.
- 17) The Director,
Federal Department of Fisheries.
Federal Ministry of Agriculture & Water Resources,
Abuja.
- 18) The President
Association of Food Beverages and Tobacco
Employees (AFBTE),
Elephant Cement House,
Assifiri Road, Ikeja, Lagos.
- 19) The President
Institute of Public Analyst of Nigeria,
443 Herbert Marcavly Way, Yaba,
Lagos.
- 20) The Director
National Food Reserve Agency,

Plot 590 NAIC Building,
Central Area,
Abuja.

- 21) The Inspector General
Nigerian Police Force,
Force Headquarters,
Abuja.
- 22) The President
Nigerian Institute of Food Science and Technology (NIFST),
C/o Federal Institute of Industrial Research,
Blind Road, Oshodi, Lagos.
- 23) The Director General
Nigeria Quarantine Service,
C/o Nwajie Street,
FAAN Headquarters,
Ikeja, Lagos.
- 24) The president
National Association of Small Scale Industrialists (NASII),
Fatai Atere Way, Matori,
Lagos.
- 25) The Executive Secretary
Trawlers Owners Association
Sea Gold Complex,
Beachland Estate, NPA,
Apapa, Lagos.
- 26) The National Coordinator
Vulnerable Empowerment Creative Network,
17B Awori Street, Dolphin Estate,
Ikeja, Lagos.
- 27) The Director
Nigeria Institute of Oceanography and Marine Research
Bar Beach Road,
Victoria Island, Lagos.