How to submit comments on a Codex working document

A step-by-step guide for Codex Members and Observers

When a Codex committee asks for comments on a working document, you can now submit them **directly via the Codex website**, on the page of the meeting. You do not need to send an email or a Word file.

This guide illsutrates each step.

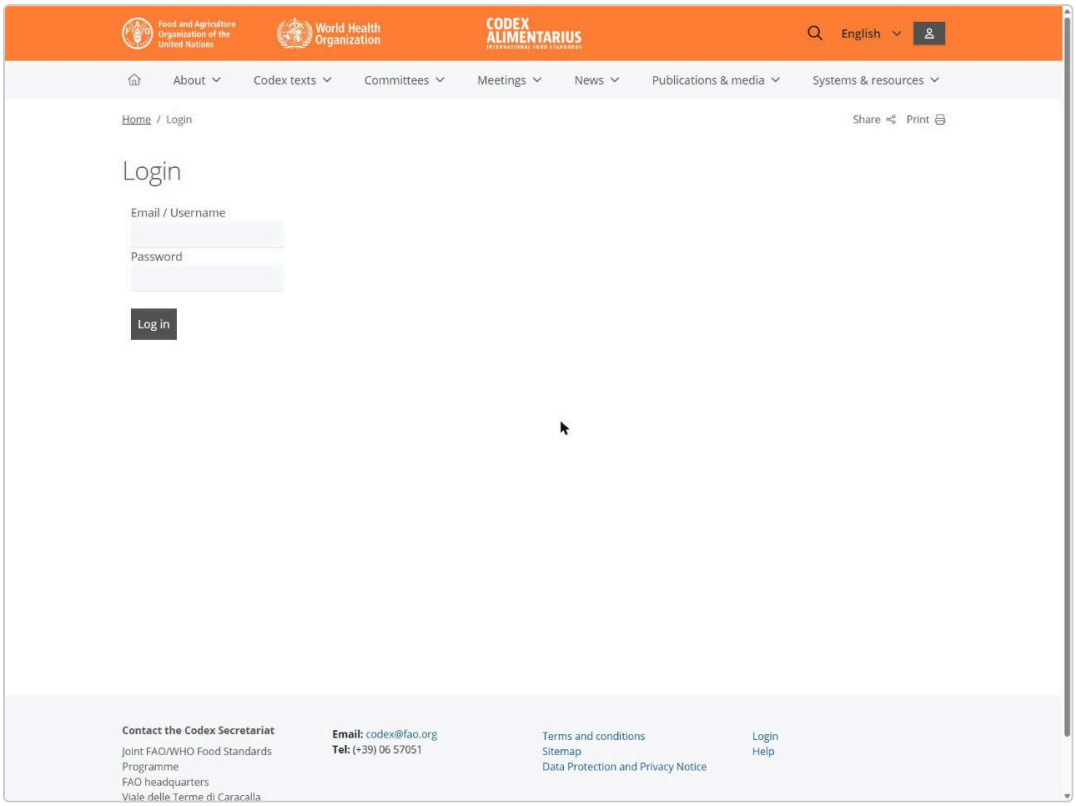
- Please note: in accordance with Codex procedures, the CRD (Conference Room Document) system is accessible by **Codex Contact Points only** using the same Codex website login.

What you need to know first

- **One comment per agenda item.** Your country (or your organization, if you are an Observer) has **one set of** comments for each agenda item. If you open the same item again, you are not creating a second set of comments: you are **updating/changing/deleting the one you already sent**.
- **You can comment while the comment period is open.** The Codex Secretariat sets the opening and closing date for each meeting. Outside that period, the CRD system for that Codex Committee is closed.
- **Comments are checked by the Codex Secretariat before they become public.** After you submit, your comment is *pending*. The Secretariat then *approves* it or *rejects* it, and you receive an email accordingly.
- **All website users will see the comments exclusively in the CRD.** Approved comments are collected in a PDF document called a **CRD** e.g. *MMP11/CRD02*. The Secretariat publishes new versions of the document (*Rev.1*, *Rev.2*...) as new comments are approved.

Step 1: Log in

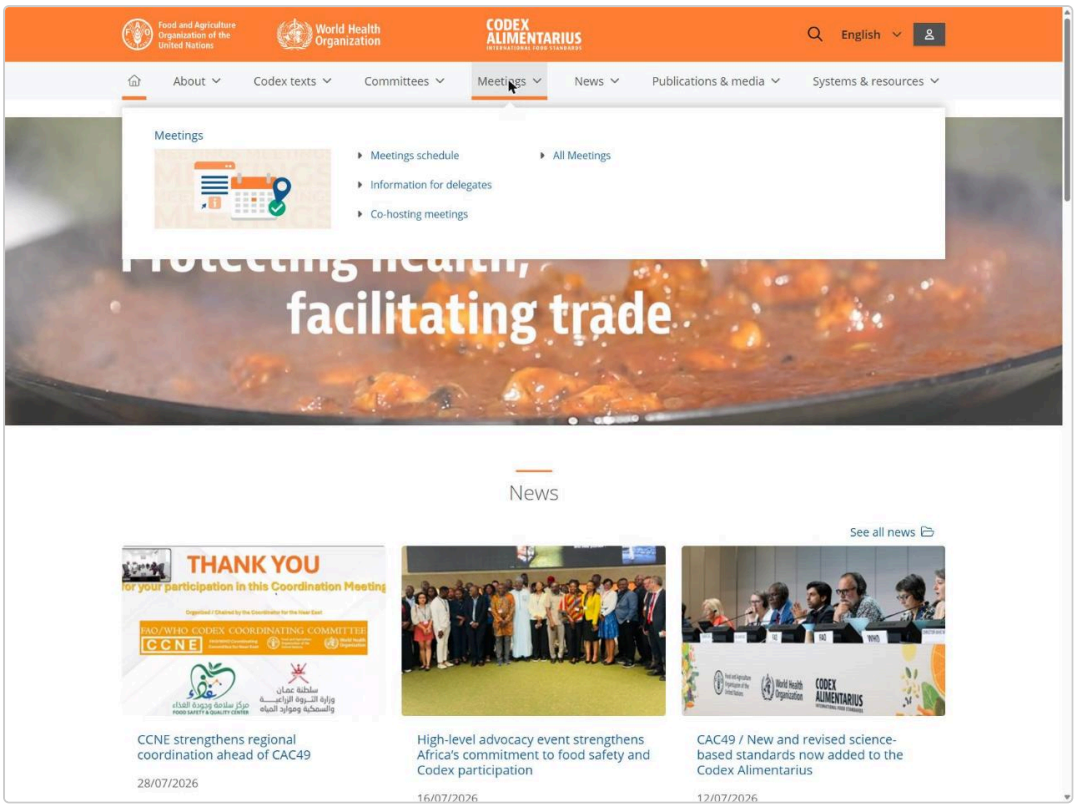
If you are the **Codex Contact Point**, click the **person icon** at the top right of any page of the Codex website (or **Login** at the bottom of the page). Enter your email or username and your password, then click **Log in**.



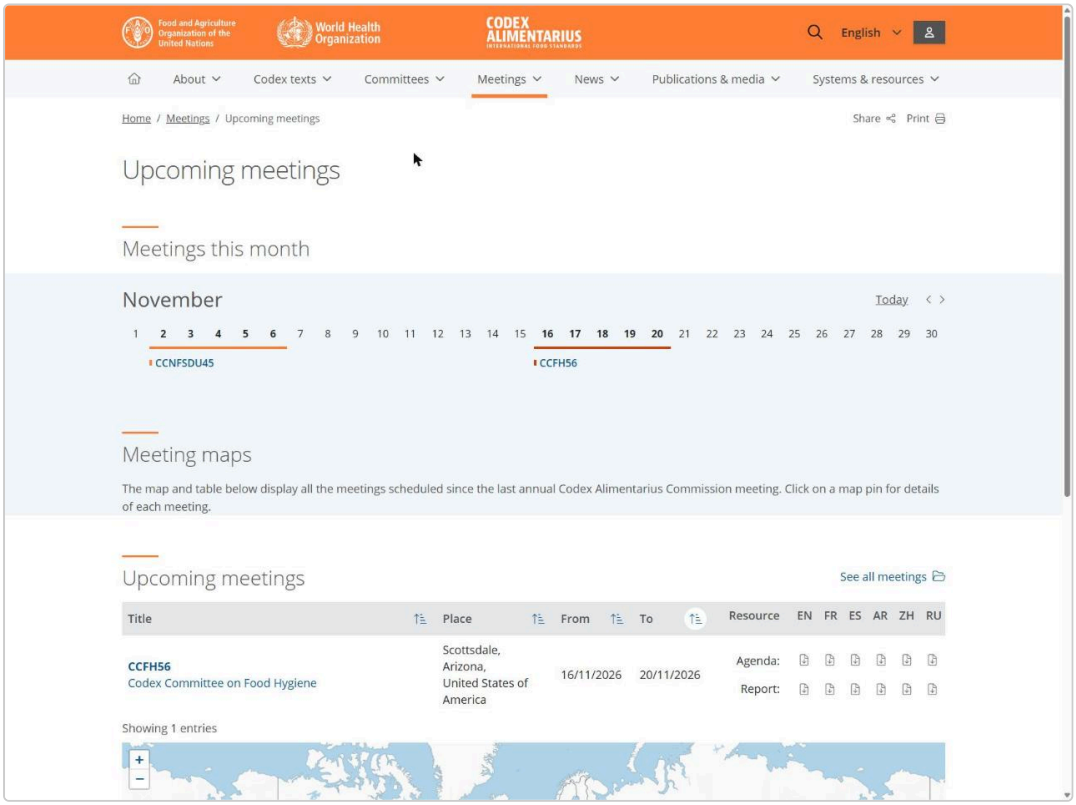
> If you have forgotten your password, contact the Codex Secretariat (see the end of this guide).

Step 2: Find the meeting

Open the **Meetings** menu at the top of the page.

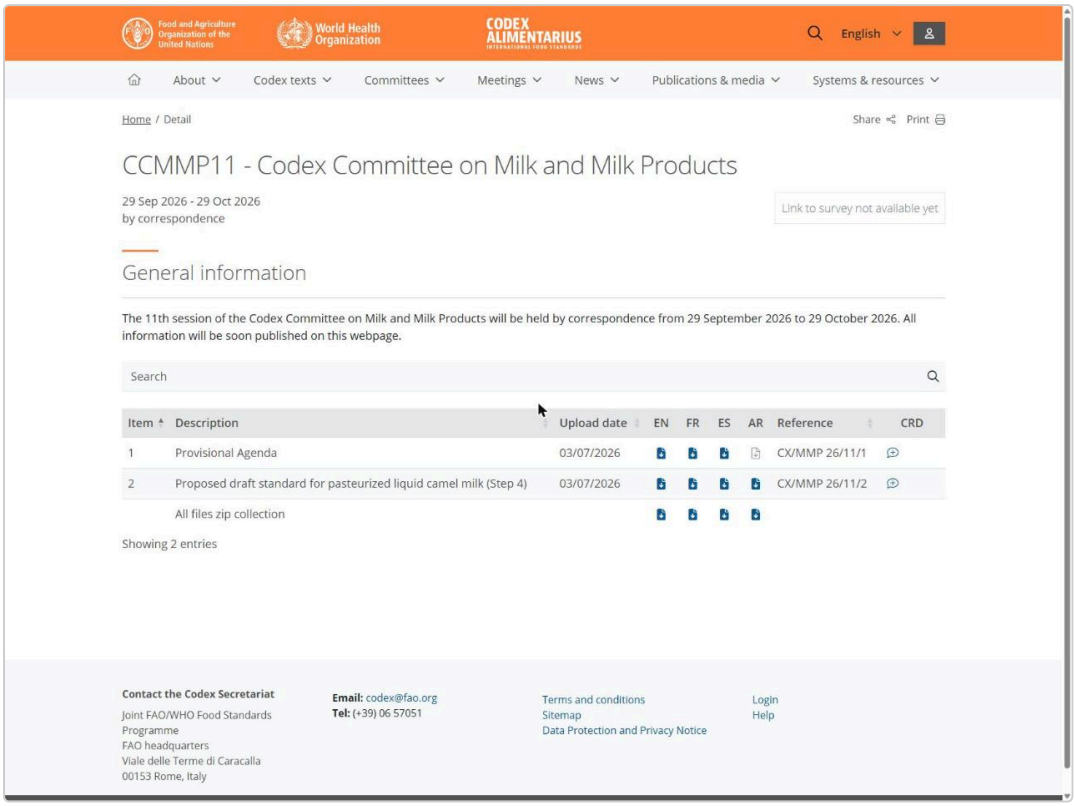


- **Meetings schedule** shows the meetings of the current month and the upcoming meetings. Click the meeting code (for example **CCFH56**) to open its page.



Step 3: Find the agenda item

The meeting page lists the working documents, one row per **agenda item**. The CRD system will open one week prior to the meeting. You will then find a column called **CRD** on the right, in the related documents table.



In the CRD column you can find up to three small icons:

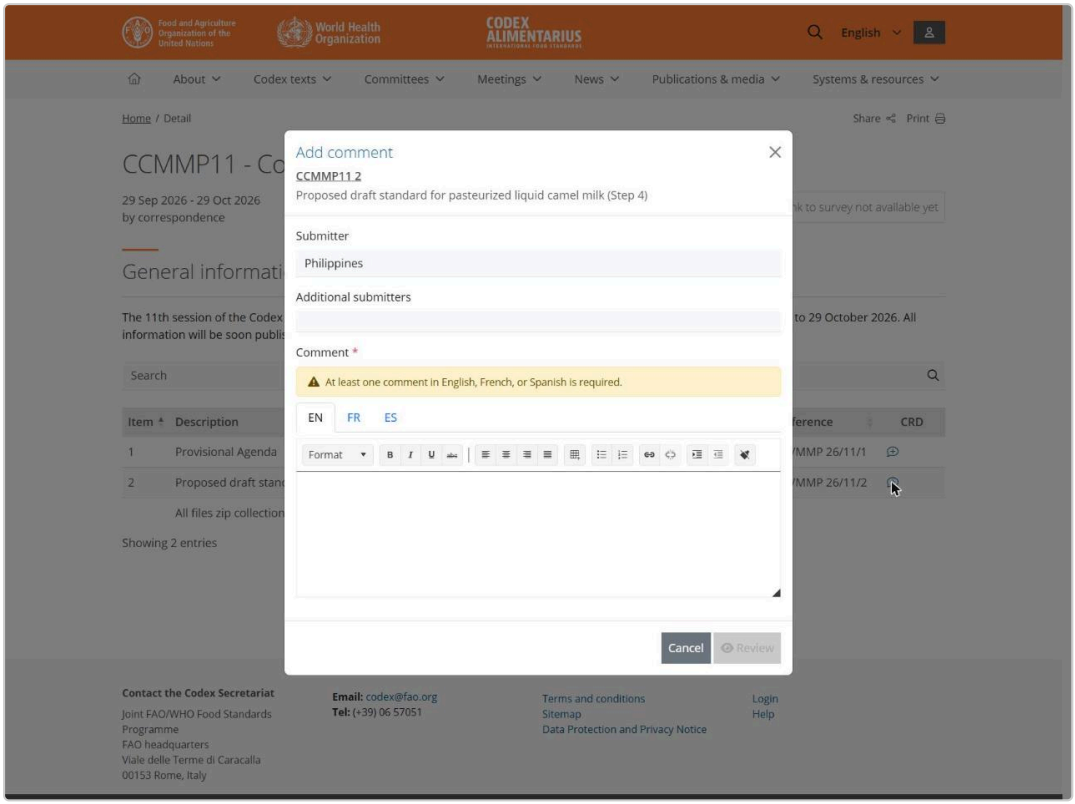
Item	Description	Upload date	EN	FR	ES	AR	Reference	CRD
1	Provisional Agenda	03/07/2026					CX/MMP 26/11/1	
2	Proposed draft standard for pasteurized liquid camel milk (Step 4)	03/07/2026					CX/MMP 26/11/2	
	All files zip collection							

Icon	Name	What it does
Speech bubble with +	*Add comment*	Opens the form to write your comment on this agenda item (or to change the one you already sent). Available to logged users only.
Eye	*All comments*	Shows the comments on this agenda item: yours (with their status) and the approved ones. It appears once there is at least one comment. Available to logged users only.
PDF	*Download PDF*	Opens the latest published CRD of this agenda item. It appears once the Secretariat has published one. Available to all users.

Click the **speech bubble** on the row of the agenda item you want to comment on.

Step 4: Write your comment

The **Add comment** window opens.

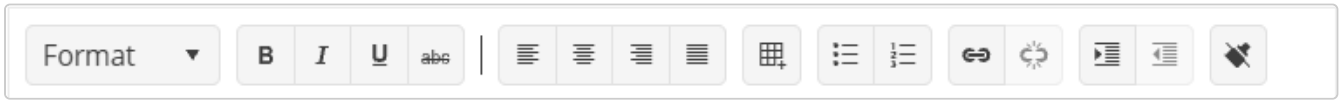


From top to bottom:

- **Agenda item**: the code and title of the item you are commenting on. Check that it is the right one.
- **Submitter**: your country or organization. It is filled in automatically and cannot be changed.
- **Additional submitters**: other countries or Observers who share this comment (optional).
- **Comment**: the text of your comment, with one tab per language, currently: **EN** (English), **FR** (French), **ES** (Spanish). You must write in **at least one** of these languages.

Using the editor

The bar above the text box works like a simple word processor:

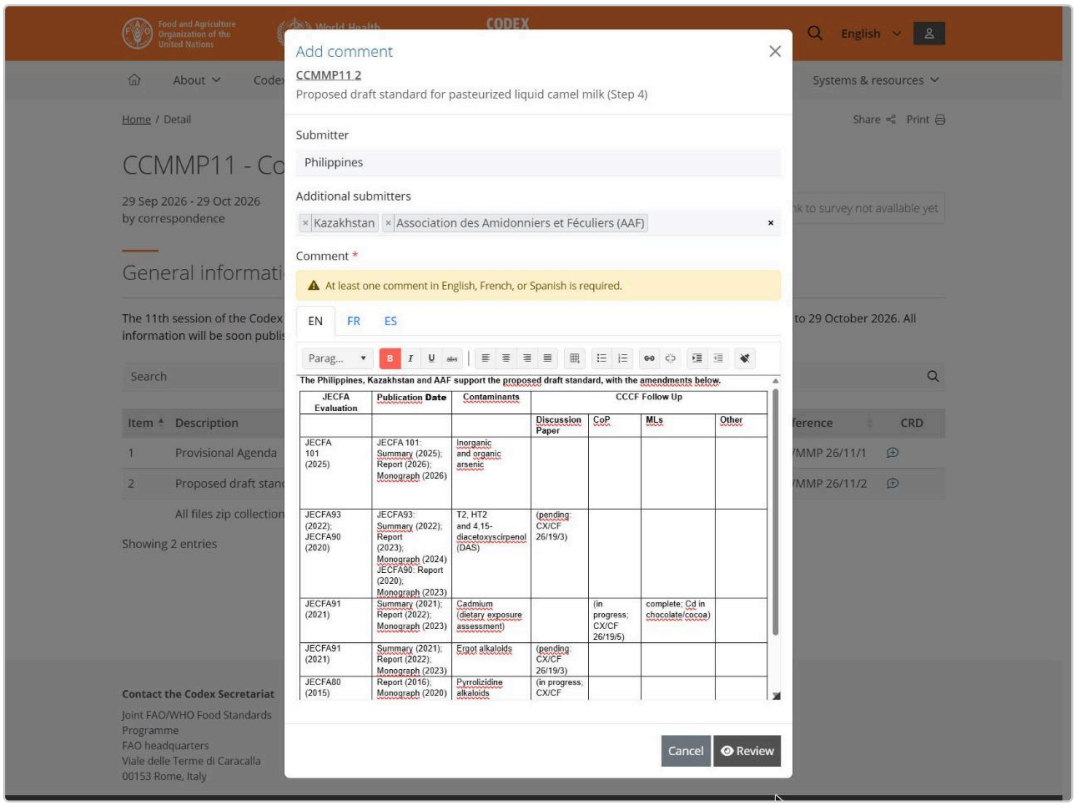


From left to right:

Button	What it does
Format	Paragraph or heading style.
B, *I*, U, ~~abc~~	Bold, italic, underline, strikethrough.
Four alignment buttons	Align left, centre, right, or justify.
Table	Insert a table.
Bulleted list, numbered list	Start a list.

Button	What it does
Link, remove link	Add or remove a web link on the selected text.
Indent, outdent	Move the paragraph right or left.
Eraser	Remove all formatting from the selected text.

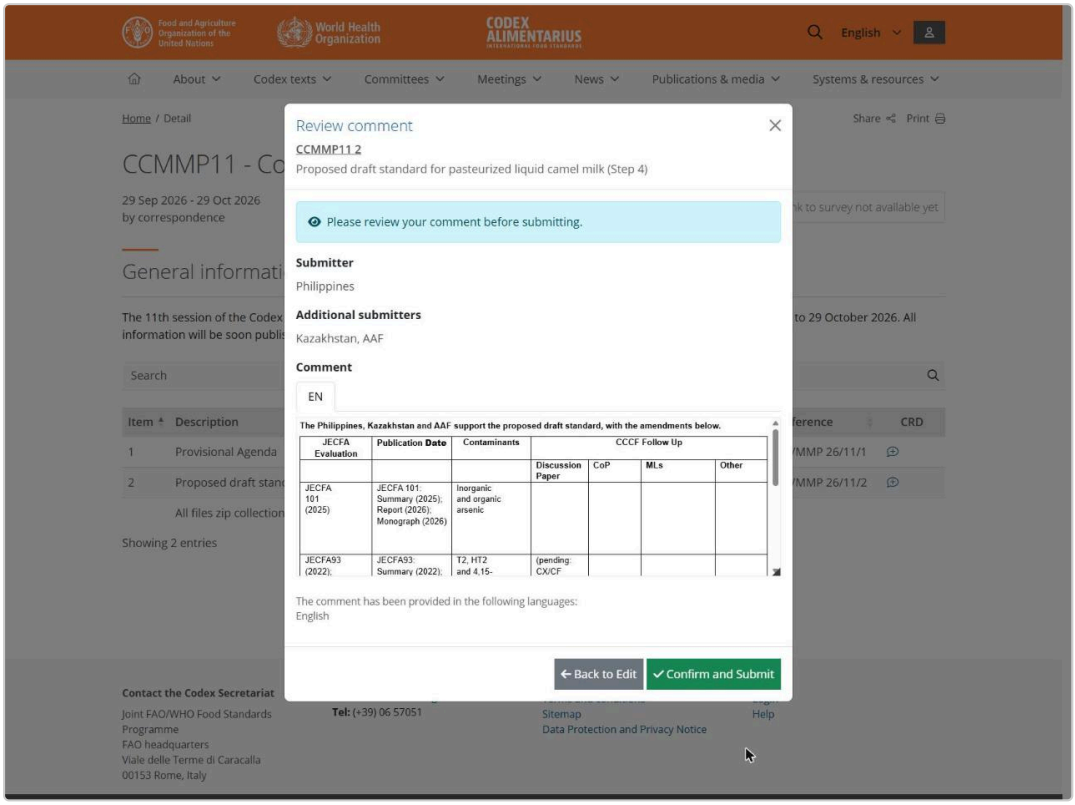
Copying from Word. If you prepared your comment in Microsoft Word, select it in Word, copy it (**Ctrl+C**), click in the text box and paste it (**Ctrl+V**). Bold, italic, lists and **tables** are kept, including merged cells. To make the box bigger, drag the small triangle in its bottom-right corner.



When your text is ready, click **Review**.

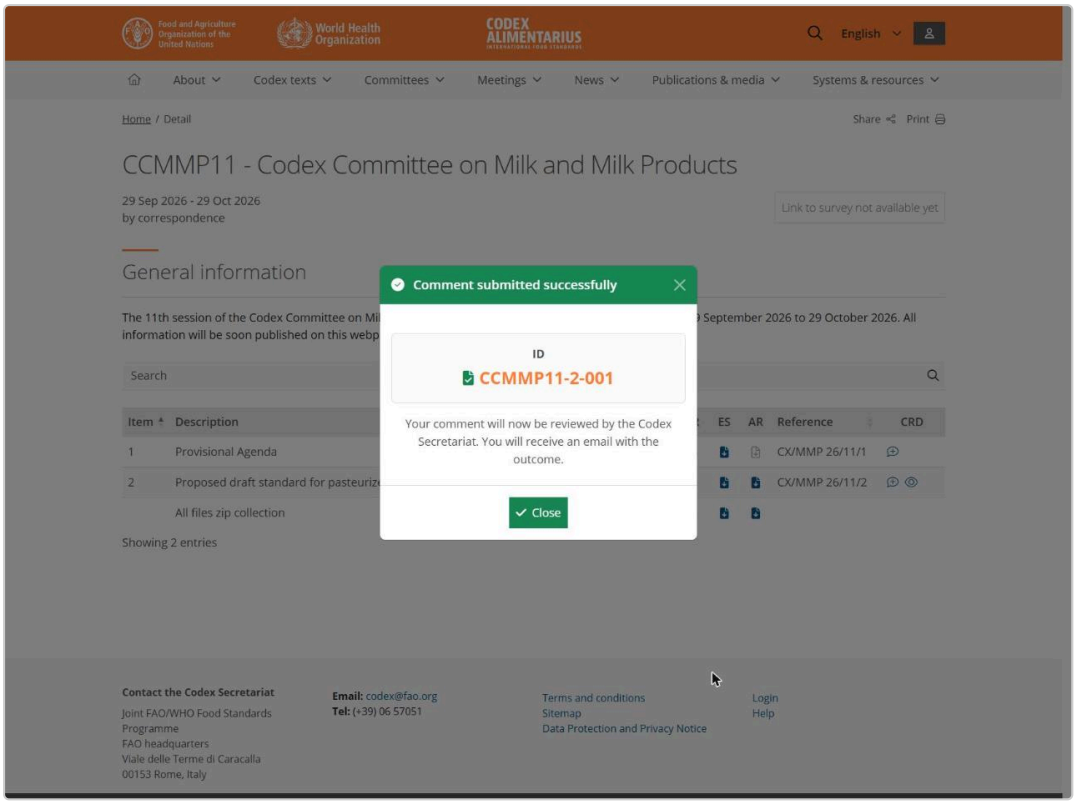
Step 5: Check and submit

The **Review comment** window shows exactly what will be sent: the submitter, the additional submitters (optional), the text, and the languages you used.



- If something is wrong, click **Back to Edit**.
- If everything is correct, click **Confirm and Submit**.

You then see a confirmation with the **ID** of your comment (for example **CCMMP11-2-001**: meeting, agenda item, number). Please keep it if you need to contact the Secretariat about this comment.

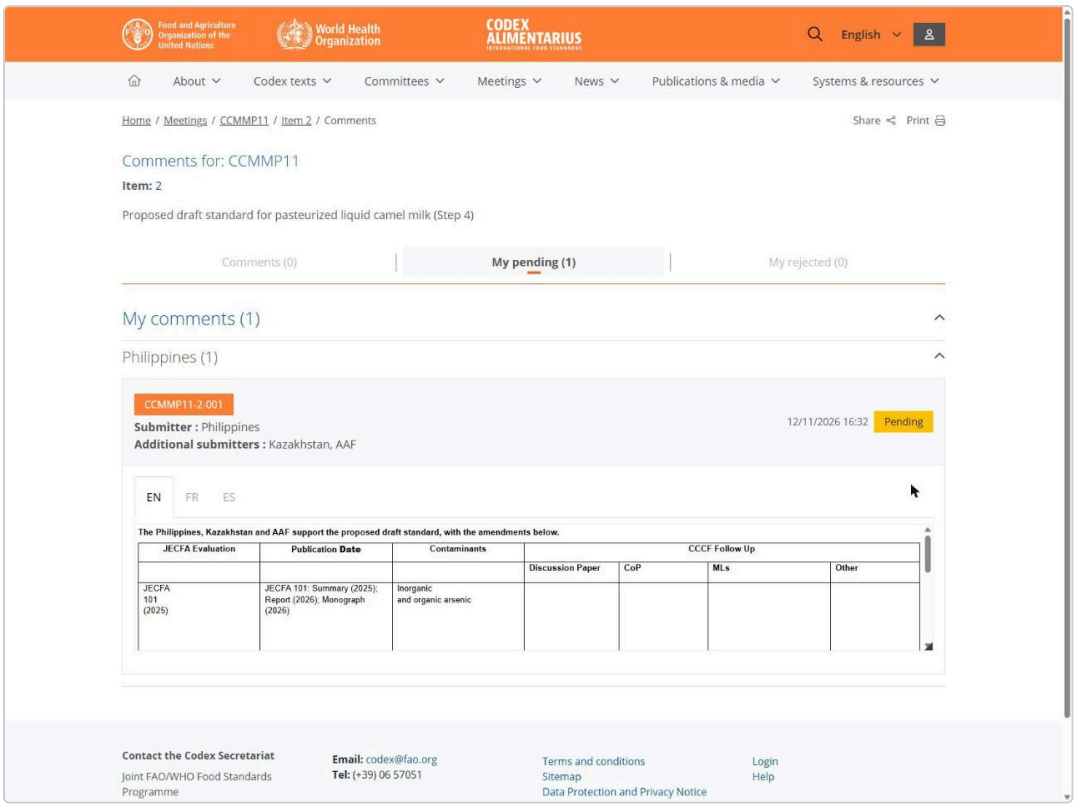


You will also receive an email confirming that your comment was received.

Your comment is now **Pending**: the Codex Secretariat will review it. You will receive another email when it is approved or rejected.

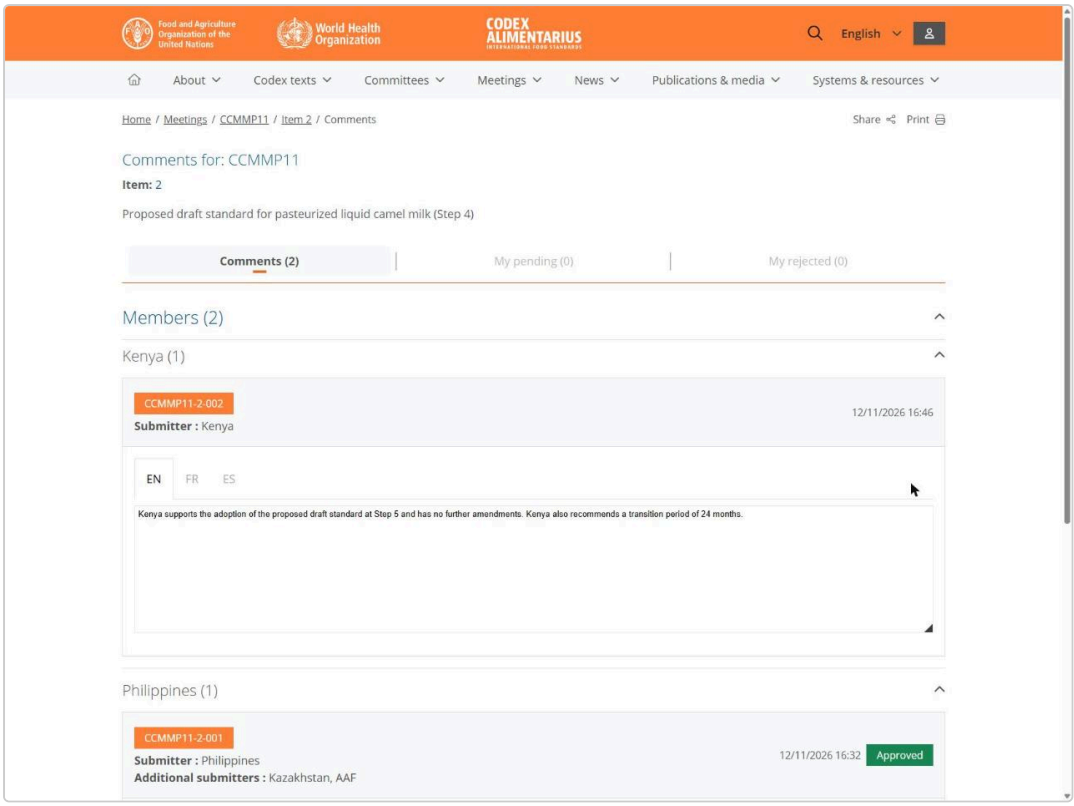
Step 6: See your comments and their status

Click the **eye** icon on the row of the agenda item. The page shows three tabs:



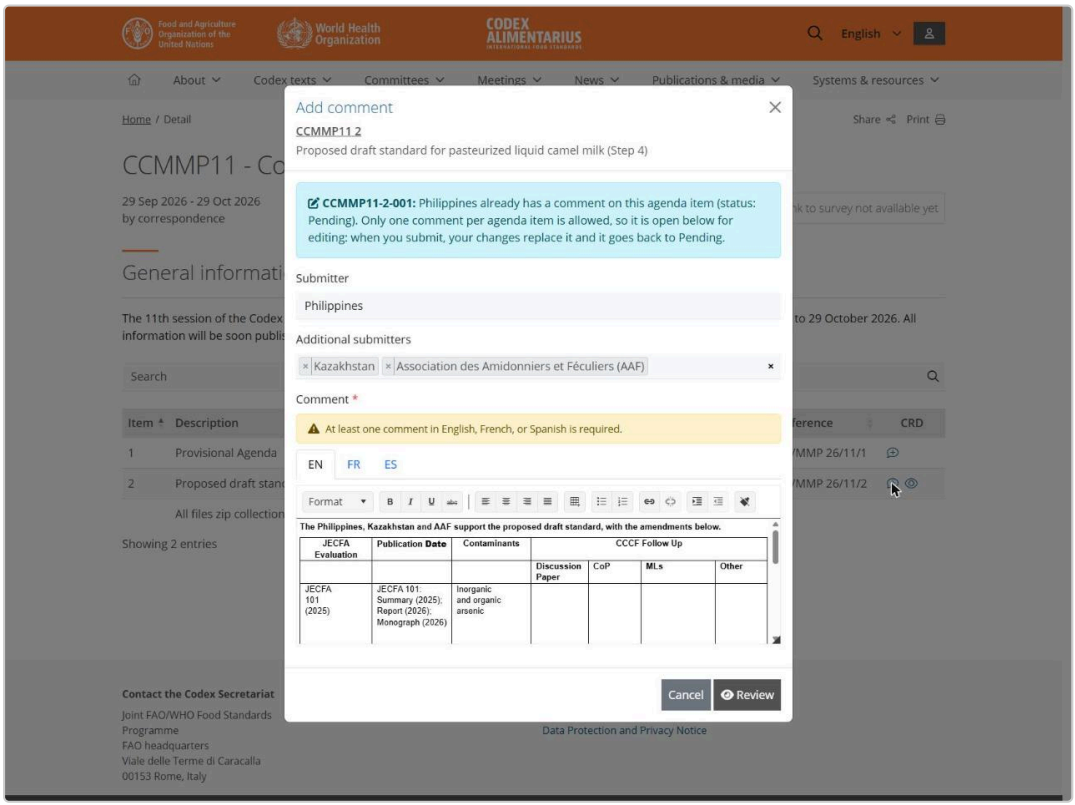
Tab	What it contains
Comments	The approved comments on this agenda item.
My pending	Your comment while it waits for the approval by the Codex Secretariat (yellow label *Pending*).
My rejected	Your comment if the Codex Secretariat did not accept it, with the reason (red box).

When your comment is approved, it shows a green **Approved** label:

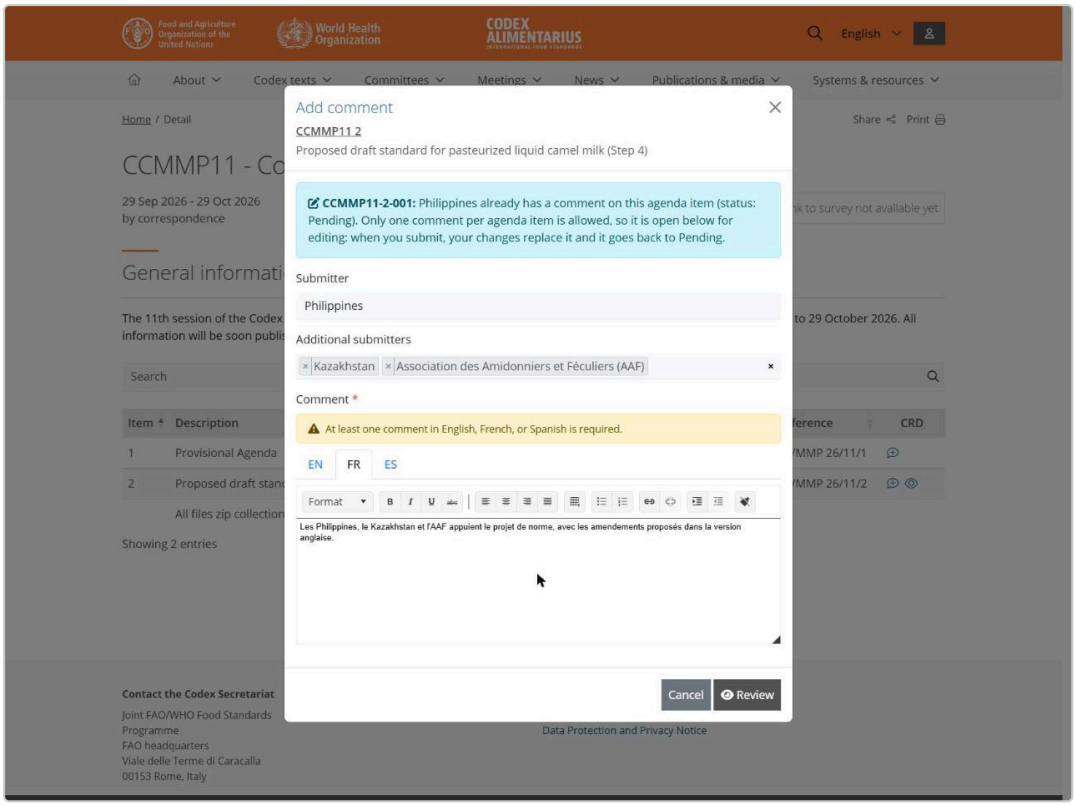


Step 7: Change your comment

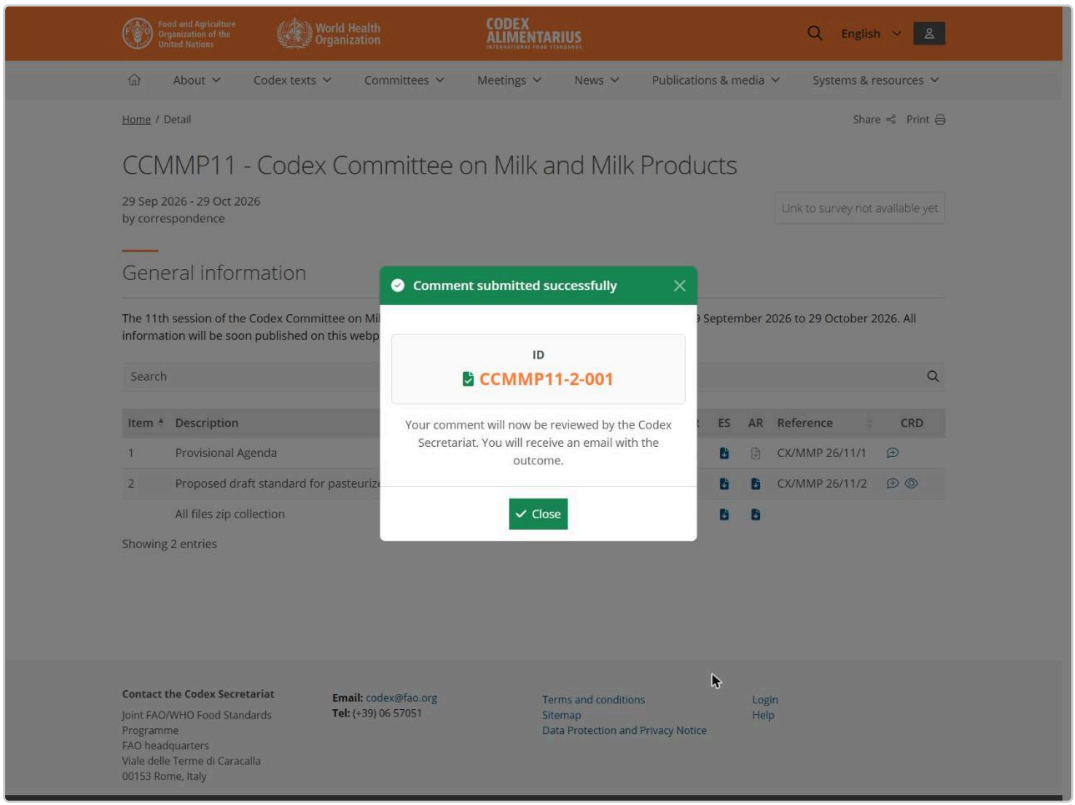
You can change your comment **as long as the comment period is open**. Click the **speech bubble** on the same agenda item again. The form opens **with your comment already filled in**, and a blue note reminds you that you are changing your existing comment.



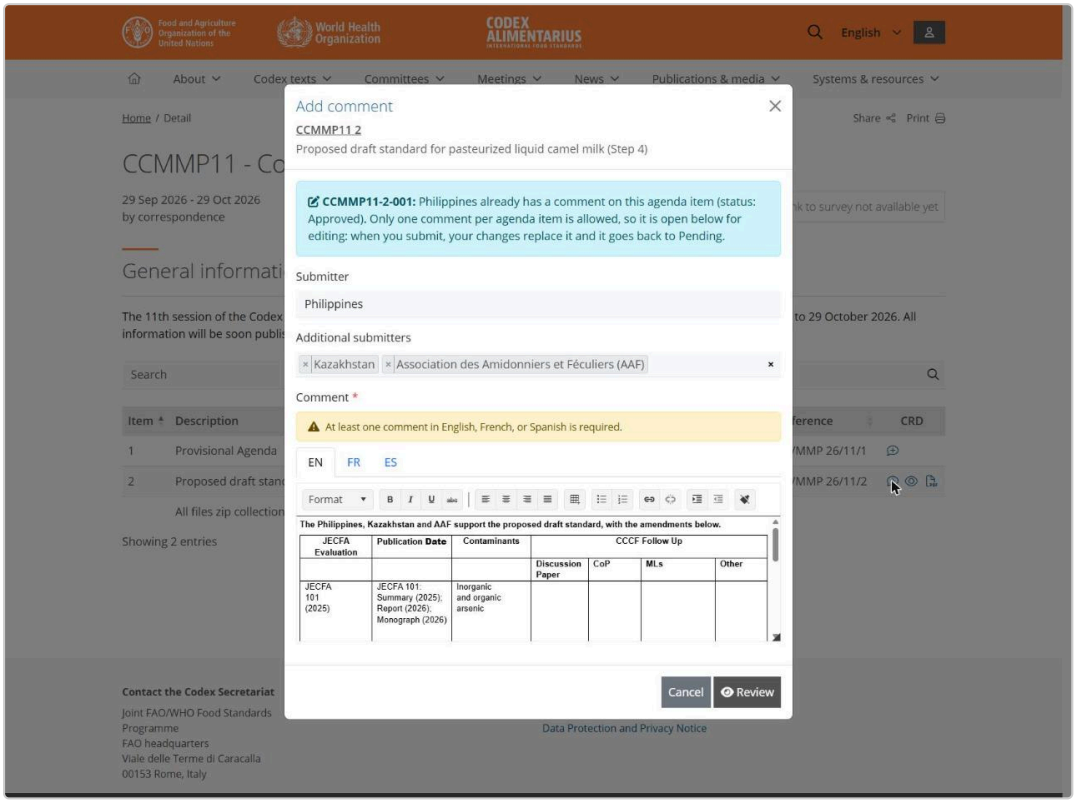
Make your changes (you can also add another language, for example French):



Then click **Review** and **Confirm and Submit** as before.



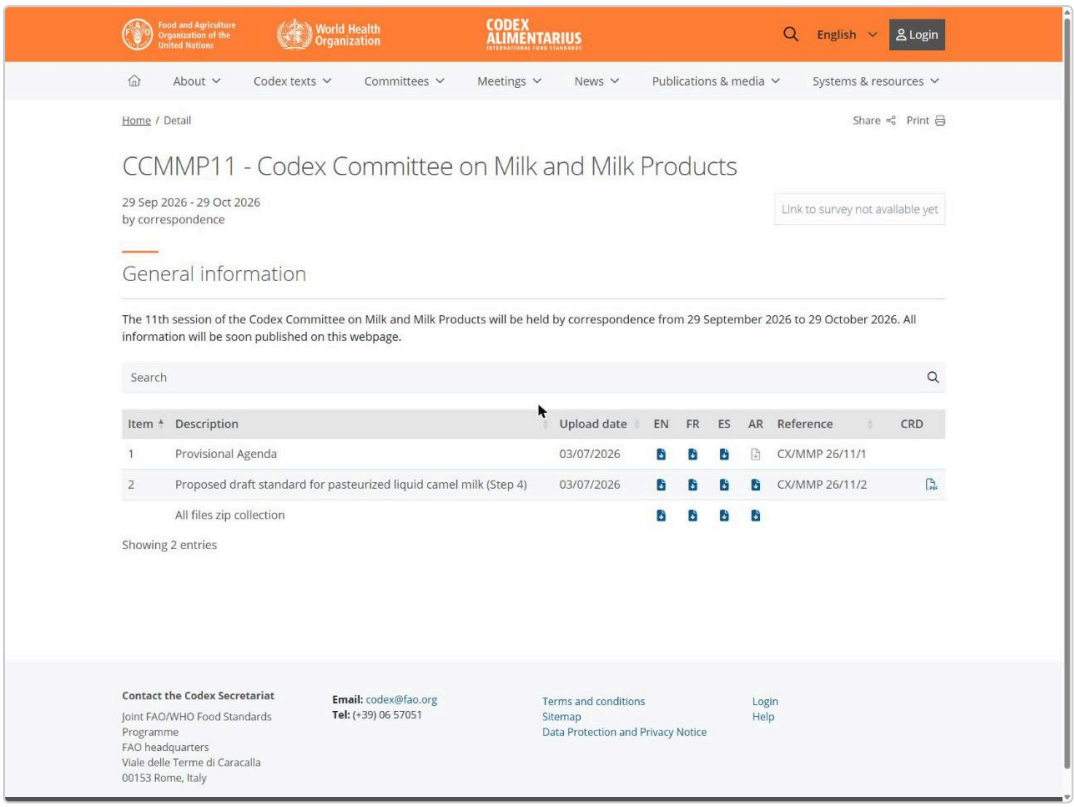
> **Please note:** if you change a comment that was already **approved**, it goes back to **Pending**, and the Secretariat has to approve it again before your new text can appear in the next CRD. Until then, the published CRD keeps your previous text.



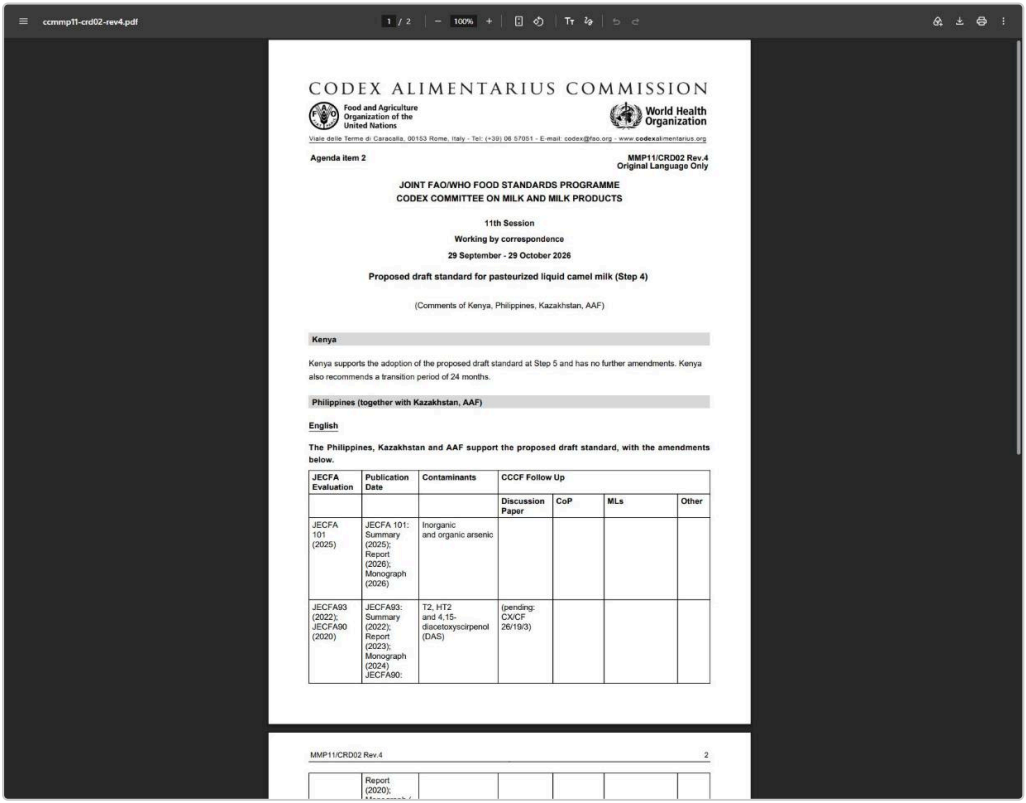
If you want to **withdraw** a comment, or if you sent it on the **wrong agenda item**, contact the Secretariat: they will reject it, and you can then write it on the right item.

Step 8: Read the published CRD

When the Secretariat publishes the CRD of an agenda item, a **PDF** icon appears in the CRD column of the meeting page. Everyone can see it, also visitors who are not logged in (i.e. all users).



Click it to open the latest version of the CRD. It contains all the approved comments on that agenda item, one section per submitter.



Questions?

Contact the **Codex Secretariat**: codex@fao.org. Please mention the meeting, Member/Observer Organization, and the agenda item.