



World Organisation  
for Animal Health  
Founded as OIE

---

# USER REQUIREMENTS SPECIFICATION

---

WOAH Standards online Navigation Tool Project

**Date:**

**Author:**

Francisco D'Alessio; Bernita Giffin; Sara  
Linnane ; Anne Guillon ; Gounalan Pavade; Paula  
Pinet

**Reviewed by:**

Amna KOOLI; Marion Daché; Laure Weber-Vintzel;  
Gillian Mylrea

**Version No:**

V1.1

## Revision History

Version No.	Revision Date	Filename/Location stored:	Brief Summary of Changes
V1.0			Initial draft

## Approvals

This document requires the following approvals:

Authorisation	Name	Date
3 <sup>rd</sup> and Final Approval	Montserrat Arroyo	
2 <sup>nd</sup> Approval	Gillian Mylrea Gregorio Torres Audrey Thery Marion Dache	
1 <sup>st</sup> Approval	Francisco D'Alessio Amna KOOLI	31/10/2022

## Table of contents

1. General presentation of the project.....	4
1.1. Context.....	4
1.2. Purpose and objective .....	5
1.3. Scope .....	5
1.4. Definitions, Acronyms and Abbreviations.....	6
1.5. Target users .....	6
1.6. Related applications/interconnections .....	7
1.7. Current situation/existing system description .....	7
2. Need description.....	15
2.1. Functional requirements.....	15
2.2. Technical requirements .....	15
2.3. Branding/WOAH visual identity requirements.....	15
Annexes .....	16

# 1. General presentation of the project

## 1.1. Context

WOAH develops and publishes four sets of WOA international standards: the Terrestrial Animal Health Code (the Terrestrial Code) and Aquatic Animals Health Code (the Aquatic Code), the Manual of Diagnostic Tests for Aquatic Animals (the Aquatic Manual), and the Manual of Diagnostic Tests and Vaccines for Terrestrial Animals (the Terrestrial Manual). Each of these four compendiums, is a collection of texts organised under a specific codified structure.

The Aquatic and Terrestrial Codes provide standards for the improvement of animal health and welfare and veterinary public health worldwide, including through standards for safe international trade in terrestrial and aquatic animals and their products. The Codes are published in English, French and Spanish on the [WOAH website](#). The Aquatic Code currently has 67 chapters, and the Terrestrial Code has 152 chapters.

The Manuals provide a standardised approach to the diagnosis of the diseases listed in the Terrestrial and Aquatic Codes. The Manuals are published in English and Spanish and are available on the [WOAH website](#). Parts 1 and 2 of the *Terrestrial Manual* (General Standards and Specific Recommendations) and Part 1 of the *Aquatic Manual* (General provisions) are translated into French; none of the disease-specific chapters are translated into French. The *Aquatic Manual* currently has 36 chapters, and the *Terrestrial Manual* has 137 chapters.

WOAH Codes and Manuals are a core output of the organisation and are a key element connecting the organisation with its Membership. WOA Standards are used by Members countries as a reference for the development national regulations and implementation of their programs.

The World Trade Organization (WTO) Agreement on the Application of Sanitary and Phytosanitary Measures (SPS Agreement) recognises these standards, as a reference for international trade.

These publications have been traditionally printed as hardcopy 'books', distributed to Delegates and other key stakeholders, and were publicly available for purchase at the WOA bookstore. For many years now, they have also been published on the Organisation's website.

Through the WOA standard-setting process, the content of these compendiums is updated by revision of the existing content or development of new one, which are finally adopted by WOA Members during the annual General Session each year.

Approximately 4 to 8 chapters of the Aquatic Manual, 15 to 25 chapters of the Terrestrial Manual, 10 to 30 Chapters of the Aquatic Code, and 10 to 15 Chapters of the Terrestrial Code are updated every year. These amendments vary from minor text modification to complete new chapters.

Once adopted, new or updated chapters are uploaded onto the WOA web version of these compendiums, replacing the previous ones and updating the necessary cross references between texts. Since 2021, printed editions are no longer published systematically for selling or distribution, nonetheless they could be produced upon request. In addition, for the Codes a single pdf file per volume is still produced every year and is indexed and stored in the WOA documentary portal as part of the institutional memory of the Organisation.

The way in which they are currently displayed on the WOA website is limited to a table of content that provide links to the chapters, which would be downloaded as pdf files, or, for the Codes, viewed directly on the website in HTML format generated by FrameMaker. Additionally, the current display has shown limited searching capabilities, issues in updating references, shifting between different languages, and others.

Each of these set of texts is structured following a "regulatory" style, following a strict structure specific to each of them. This ensures homogeneity and a consistent logical approach, but requires advanced specific knowledge to achieve a good and efficient use.

A critical challenge observed in practice is associated with the most frequent use of these Standards: the consultation of the Terrestrial Code for the identification of sanitary measures recommended for the

international trade of specific commodities (e.g., live animals, meat, eggs). This process is naturally triggered by interest in trading a given commodity, but as the Terrestrial Code (focused on disease prevention) is structured by diseases, it is not possible to directly identify for which diseases measures are recommended for that given commodity or visualize all relevant measures together. Users should do this exploration by reading all possible relevant chapters individually (all chapters in volume II), taking note of the different recommended measures in parallel.

## 1.2. Purpose and objective

The objective of this project is to implement a new tool to display the online versions of the *Manuals* and *Codes* differently, allowing for a more interactive navigation and an easier search of its content. This means that users can navigate easily through the *Manuals* and the *Codes* from chapter to chapter and between sections, following the document structure (i.e. Volume, Section, Chapter, articles), but also allow for cross-searching for different content by per-defined cross-cutting topics and criteria and also allow some flexibility for users to undertake their own searches.

The tool should improve the visualisation of standards across the different languages they are produced in (i.e. English, Spanish and French, as explained above), allowing, if possible, for parallel visualisation in more than one language if desired by the user.

The tool should allow the users to easily download and print the content at least following the current structure, as a whole and by sections or chapters if desired.

A specific objective for the *Terrestrial Code* is for users to be able to easily access the recommendations for safe trade by commodity, across the whole content.

The tool should be simple to use and will be maintained by the provider and should allow for a regular update of the content, incorporating amendments, at least yearly.

Consideration could be given to additionally documenting amendments made when new texts are adopted and the online content is updated (i.e. across yearly editions).

Additionally, even if this part of the process is outside the scope of this project, consideration could also be given to whether the tool could facilitate the process of drafting the texts before adoption, including the management the progressive revisions of the drafts texts, as well as the reception and collation of comments received on the drafts when circulated.

## 1.3. Scope

To set up a software tool that is suitable for:

1. Improving the display of the *Aquatic* and *Terrestrial Codes* and *Manuals* on the WOH website and facilitating user access
2. The specific search in the *Terrestrial Code* for and visualisation of the sanitary measures recommended for the international trade of specific commodities should be specifically addressed in priority.
3. Updating the content of the four sets of standards in an easy and practical way

The scope includes:

- the configuration / implementation of the tool for the WOH need,
- the migration of the full content of the latest edition of the four sets of standards (*Terrestrial* and *Aquatic Codes*, and *Terrestrial* and *Aquatic Manuals*) in all relevant languages to the new tool,
- The integration of the online navigation tool (published Standards) for public access on the WOH website,
- The training of the authors and administrator,
- The functional and technical support for using the tool.

Timeline:

Points 1 and 2 should be available as soon as possible between 1 September and 31 October 2023 (i.e. with the full content of the 2023 editions of all standards). Point 3 should be fully functional (i.e. including training of authors to a sufficient level to undertake the first yearly update on their own), by 30 April 2024.

#### 1.4. Definitions, Acronyms and Abbreviations

Manuals:	<i>Terrestrial Manual; Aquatic Manual</i>
BSC:	Biological Standards Commission
AAC	Aquatic Animal Health Standards Commission
TAHSC	Terrestrial Animal Health Standards Commission
AAHSC	Aquatic Animal Health Standards Commission

#### 1.5. Target users

System User	Role	User Numbers
<b>Business Administrator</b>	The user is a WOAAH staff member in charge of accessing all the manageable items of the system, including technical configurations. This user has full control of the system on the business side. Business administrator manages and supports other users on the use and on the training on the system. The person is considered business champion of the system and is the focal point of IT on system changes and technical support needed by the system.	1–2
<b>Manual and Code author</b>	The Manual and Code author is the WOAAH staff tasked with producing the Manuals and the Codes: formatting, editing, entering comments and corrections, finalising adopted version.	2
<b>User of the Standards (General)</b>	WOAH Standards are publicly available on the WOAAH website. Standards are consulted mostly by technical professionals worldwide (e.g. veterinarians, lab personnel) in the public or private sector who are involved in or concerned by the development or implementations of relevant programmes, regulations or undertaking relevant activities at national or international level. They could also be consulted by a broader public.	Since January 2022 to October 2022): <ul style="list-style-type: none"> <li>- the EN page codes and manuals has had 550,639 views.</li> <li>- The SP page codes and manuals has had 195,673 views</li> <li>- the FR page codes and manuals has had 46,120 views</li> </ul>
<b>“International trade” user (Terrestrial Code)</b>	An official veterinarian working worldwide on defining trade requirements or a private sector representative working on international market development who is interested in viewing the group of specific sanitary measures that should be taken into consideration to define the sanitary requirements for	Covered by the number in the previous line

## 1.6. Related applications/interconnections

The WOAHP website, that will host the published Standards.

## 1.7. Current situation/existing system description

### 1.7.1. Content, structure and intended use of Standards

#### 1.7.1.1. Manuals

##### 1.7.1.1.1. The Terrestrial Manual

The Manual of Diagnostic Tests and Vaccines for Terrestrial Animals (Terrestrial Manual) aims to prevent and control animal diseases, including zoonoses, to contribute to the improvement of animal health services worldwide and to allow safe international trade in animals and animal products. As a companion volume to the Terrestrial Code, the Terrestrial Manual sets laboratory standards for all WOAHP listed diseases of terrestrial animals as well as several other diseases of global importance. It describes the diagnostic tests available and their fitness for purpose, including those that are suitable for certifying individual animals prior to movement for international trade. The Terrestrial Manual has become widely adopted as a key reference book for veterinary laboratories around the world. The Standards presented in each chapter of the Terrestrial Manual are International Standards in accordance with the mandate of WOAHP as recognised by the WTO under the SPS Agreement, and considering their approval by the WOAHP World Assembly.

#### **Structure:**

The content of the Manual is presented in chapters, grouped by parts. The chapters in the Terrestrial Manual are divided into Sections (A, B and C). Each Section has subsections that can go to 6 levels, for example:

1. Outline of production and minimum requirements for conventional vaccines
  - 1.1. Characteristics of the seed
    - 1.1.1. Biological characteristics
      - 1.1.1.1. Laboratory testing
        - a) General effects
          1. Live vaccines

There is always a Table in Section B. Some chapters have figures. Each chapter ends with a list of literature references given in alphabetical order followed by text and a link to the list of Reference Laboratories and a statement of when the chapter was last adopted.

#### **Content:**

Part 1, the beginning of the *Terrestrial Manual* contains ten introductory chapters that set general standards for the management of veterinary diagnostic laboratories and vaccine facilities.

Part 2 comprises specific recommendations on topics, many of which are introduced in Part 1 such as validation of diagnostic tests and for the manufacture of vaccines. The Section also includes chapters that have been developed on topics such as biotechnology and antimicrobial susceptibility testing.

Part 3, the main part of the *Terrestrial Manual*, covers standards for diagnostic tests and vaccines for specific diseases listed in the OIE *Terrestrial Animal Health Code* and other important diseases. The diseases are in alphabetical order, subdivided by animal host group. Each disease chapter includes a summary intended to provide information for veterinary officials and other readers who need a general overview of the tests and vaccines available for the disease. This is followed by a text giving greater detail for laboratory workers. In each disease chapter, Part A gives a general introduction to the disease, Part B deals with laboratory diagnosis of the disease, and Part C (where appropriate) with the requirements for vaccines or *in vivo* diagnostic biologicals. The information concerning production and control of vaccines or diagnostics is given as an example; it is not always necessary to follow these when there are scientifically justifiable reasons for using alternative

approaches. Bibliographic references that provide further information are listed at the end of each chapter.

*Intended use:* The principal target readership is laboratories carrying out veterinary diagnostic tests and surveillance, along with vaccine manufacturers and users, and regulatory authorities in WOAH Members. The main objective is to provide internationally agreed diagnostic laboratory methods and requirements for the production and control of relevant vaccines and other biological products.

#### 1.7.1.1.2. Aquatic Manual

The purpose of the *Manual of Diagnostic Tests for Aquatic Animals (Aquatic Manual)* is to provide a uniform and efficient approach to the detection of the diseases listed in the OIE *Aquatic Animal Health Code (Aquatic Code)*, so that the requirements for the prevention and control of animal diseases and for health certification in connection with trade in aquatic animals and aquatic animal products can be met. The general provisions and disease-specific recommendations of the *Aquatic Manual* together provide technical information to support implementation of standards contained in the OIE *Aquatic Animal Health Code (Aquatic Code)*. These standards include Members' obligations to report the occurrence of listed diseases; requirements to demonstrate freedom for a country, zone or compartment; requirements for responding to the occurrence of a disease; and requirements to return to freedom following a disease outbreak. The recommendations in the *Aquatic Manual* and the *Aquatic Code* are intended to be complementary and both documents should be used together when developing or undertaking surveillance activities in accordance with WOAH Standards.

#### **Structure:**

The disease chapters in the Aquatic Manual are divided into seven Sections (1 to 7). Each Section has subsections that can go to 5 levels, for example:

1. Disease information
  - 1.1. Agent factors
    - 1.1.1. Aetiological agent
      - i) Preparation of tissue sections
        - a)

There is a broad table in Section 4, which requires the page to be in landscape format rather than portrait. There can be other tables in Sections 4 and 6. Each chapter ends with a list of literature references given in alphabetical order followed by text and a link to the list of Reference Laboratories and a statement of when the chapter was last adopted.

#### **Content:**

Section 1 of the *Aquatic Manual* provides recommendations on general provisions required to support effective laboratory testing capability. Chapter 1.1 outlines the important issues and considerations a laboratory should address in the design and maintenance of its quality management system. Chapter 1.2 provides recommendations on the principles and methods for validating diagnostic assays. Validation is essential to ensure an assay is fit for its intended purpose, such as demonstrating freedom from disease, or confirming diagnosis of clinical cases or estimating patterns of infection in a population.

Section 2 of the *Aquatic Manual* provides recommendations for diagnosis of specific diseases of amphibians, crustaceans, fish and molluscs. The disease-specific chapters in Section 2 cover all WOAH listed diseases of aquatic animals. The disease-specific chapters follow a similar format with information provided on the disease (agent factors, host factors, disease patterns, control and prevention), sampling, diagnostic methods, ratings of the recommended tests against their purpose of use, recommended tests for surveillance to declare freedom, and definitions of suspect and confirmed cases.

In 2018, the Aquatic Animals Commission approved a new disease-specific chapter template. Using this template, the structure of the chapter has been simplified and overlap between sections has

been removed. The new template aims to improve ease of use, to strengthen recommendations on appropriate purposes of use of diagnostic tests, and to provide a consistent structure to case definitions. The new template also provides additional information on the level of validation for each test (based on the WOAH standard) and, where available, information on the diagnostic performance of assays. The process of updating the disease chapters using this template is ongoing.

*Intended use:* The principal target readership is laboratories carrying out veterinary diagnostic tests and surveillance, and regulatory authorities in WOAH Members. Valid laboratory results are essential for Aquatic Animal Health Services to implement a range of programmes for diagnosis, surveillance and trade. The *Aquatic Manual* supports Aquatic Animal Health Services to provide effective laboratory testing for pathogenic agents that may adversely affect aquatic animals.

#### 1.7.1.2. The Codes

The *Terrestrial Code* and the *Aquatic Code* contain standards for implementing measures for the early detection, declaration within the country, notification and control of pathogenic agents, including zoonotic agents, in terrestrial animals (mammals, birds and bees) and aquatic animals (amphibians, fish, crustaceans and molluscs), and to avoid their spread through international trade in animals and animal products, while also avoiding the imposition of unjustified sanitary barriers to trade.

The Terrestrial and aquatic codes are produced, adopted and published simultaneously in English, French and Spanish.

#### **Structure:**

The content of the Codes is organised in chapters, which are distributed in sections. The *Terrestrial Code* contains 15 Sections (1 to 15) which are divided in two volumes (Volume 1: Sections 1 to 7, Volume 2: Sections 8 to 15). The *Aquatic Code* contains 11 Sections (1 to 11) which are presented in a single volume.

Chapters of the Codes are numbered with 2 digits, the first one being the number of the section it belongs to and the second one progresses correlatively (e.g., Chapter 2.5, is the fifth Chapter in Section 2). Each Chapter is composed of articles numbered correlatively, following a 3 digits code, the first two being the numbers of the chapter they belong to (e.g., For Chapter 2.5, Articles 2.5.1., 2.5.2., 2.5.3., etc.).

The structure of an article requires the text to be structured in a hierarchical manner, the following levels are often used:

Article X.Y.Z

1. Surveys

a) Survey design

i) Objective

– Probability-based sampling methods, such as:

- simple random selection;

Items at a same level of hierarchy, could be listed (example 1), presented as complementary or alternative points, as per the following examples:

#### **Example 1**

Article 9.3.4.

**Country or zone free from European foulbrood**

1) Historically free status

A country or *zone* may be considered free from the disease after conducting a *risk assessment* as referred to in Article 9.3.3. but without formally applying a specific *surveillance* programme if the country or *zone* complies with Chapter 1.4.

2) Free status as a result of an eradication programme

A country or *zone* which does not meet the conditions of point 1 above may be considered free from European foulbrood after conducting a *risk assessment* as referred to in Article 9.3.3. and when:

- a) the *Veterinary Authority* or other *Competent Authority* with responsibility for reporting and control of diseases of honey bees has current knowledge of, and authority over, all domesticated *apiaries* existing in the country or *zone*;
- b) European foulbrood is notifiable in the whole country or *zone*, and any clinical cases suggestive of European foulbrood are subjected to field and *laboratory* investigations;
- c) for the three years following the last reported isolation of the European foulbrood agent, an annual survey supervised by the *Veterinary Authority* or other *Competent Authority*, with no positive results, have been carried out on a representative sample of *apiaries* in the country or *zone* to provide a confidence level of at least 95% of detecting European foulbrood if at least 1% of the *apiaries* were infected at a within-*apiary* prevalence rate of at least 5% of the hives; such surveys may be targeted towards areas with the last reported isolation of the European foulbrood agent:

**Example 2**

Article 9.4.11.

**Recommendations for the importation of beeswax and propolis**

*Veterinary Authorities* of *importing countries* should require the presentation of an *international veterinary certificate* attesting that:

1) the *commodities*:

EITHER

- a) come from *apiaries* situated in a country or *zone* free from *A. tumida*;

OR

- b) contain no live bees or bee brood; and
- c) are processed propolis or processed beeswax;

OR

- d) contain no live bees or bee brood; and
- e) have been treated to ensure the destruction of *A. tumida* in accordance with one of the following procedures:
  - i) freezing at core temperature of minus 12°C or less for at least 24 hours; or
  - ii) irradiation with 400 Gray; or
  - iii) by any procedure of equivalent efficacy recognised by the *Veterinary Authorities* of the *importing and exporting countries*;

AND

- 2) all precautions have been taken to prevent contamination with *A. tumida*.

There are tables and some figures in some chapters in the *Terrestrial and Aquatic Codes*.

1.7.1.2.1. The Terrestrial Code:

**Content:**

Section 1 provides standards for the implementation of measures for the diagnosis, surveillance and notification of diseases, infections and infestations. The standards include procedures for notification to WOA and procedures for the recognition of the animal health status of a country, zone or compartment.

Section 2 provides standards to guide the importing country in conducting import risk analysis in the absence of WOH recommendations on particular pathogenic agents or commodities. The importing country should also use these standards to justify import measures which are more stringent than existing WOH standards.

Section 3 provides standards for the establishment, maintenance and evaluation of Veterinary Services, including veterinary legislation and communication. These standards are intended to assist the Veterinary Services of Member Countries to meet their objectives of improving terrestrial animal health and welfare and veterinary public health, as well as to establish and maintain confidence in their international veterinary certificates.

Section 4 provides standards for the implementation of measures for the prevention and control of pathogenic agents. Measures in this section include animal identification, traceability, zoning, compartmentalisation, disposal of dead animals, disinfection, disinsection and general hygiene precautions. Some chapters address the specific sanitary measures to be applied for the collection and processing of semen and embryos of animals.

Section 5 provides standards for the implementation of general sanitary measures for trade. They address veterinary certification and the measures applicable by the exporting, transit and importing countries. A range of model veterinary certificates is provided to facilitate consistent documentation in international trade.

Section 6 provides standards for the implementation of preventive measures in animal production systems. These measures are intended to assist Member Countries in meeting their veterinary public health objectives. They include ante- and post-mortem inspection, control of hazards in feed, biosecurity at the animal production level, and the control of antimicrobial resistance in animals.

Section 7 provides standards for the implementation of animal welfare measures. The standards cover production, transport, and slaughter or killing, as well as the animal welfare aspects of free-roaming dog population control and the use of animals in research and education.

The structure of Chapters in Sections 1 to 7 is specific to each of them.

Sections 8 to 15 contain disease-specific standards to prevent the pathogenic agents of WOH listed diseases, infections or infestations from being introduced into an importing country. The standards take into account the nature of the traded commodity, the animal health status of the exporting country, zone or compartment, and the risk reduction measures applicable to each commodity. Chapters in this section share a common structure.

#### 1.7.1.2.2. The Aquatic Code:

##### **Content:**

Section 1 provides standards for the implementation of measures for the notification of disease, surveillance for aquatic animals and criteria for listing both diseases and susceptible species. The standards include procedures for notification to WOH.

Section 2 provides standards to guide the importing country in conducting import risk analysis in the absence of WOH recommendations on particular pathogenic agents or commodities. The importing country should also use these standards to justify import measures which are more stringent than existing WOH standards.

Section 3 provides standards for quality of Aquatic Animal Health Services and communication. These standards are intended to assist the Aquatic Animal Health Services of Member Countries to meet their objectives of improving aquatic animal health and welfare.

Section 4 provides standards for the implementation of measures for the prevention and control of pathogenic agents. Measures in this section include biosecurity for aquaculture establishments, zoning, compartmentalisation, disinfection of aquaculture establishments and equipment, surface disinfection for salmonid eggs, contingency planning, fallowing, disposal of aquatic animal waste and control of pathogenic agents in feed.

Section 5 provides standards for the implementation of general sanitary measures for trade. They address veterinary certification and the measures applicable by the exporting, transit and importing countries. A range of model health certificates are provided to facilitate consistent documentation in international trade.

Section 6 provides standards for antimicrobial use in aquatic animals. The standards cover recommendations for controlling antimicrobial resistance, principles for use of antimicrobials, surveillance, monitoring and risk analysis for antimicrobial resistance.

Section 7 provides standards for the welfare of farmed fish. The standards cover transport, stunning and killing for human consumption and for disease control purposes.

Sections 8 to 15 contain disease-specific standards. The standards cover self-declaration of freedom at the level of country, zone or compartment, establish the susceptible species for each OIE listed disease and prevent the pathogenic agents of WOAHA listed diseases from being introduced into an importing country. The standards take into account the nature of the traded commodity, the aquatic animal health status of the exporting country, zone or compartment, and the risk reduction measures of different commodities.

### 1.7.2. Web display / publication of Codes and Manuals

The codes and manuals are available in the woah.org website as an external set of html and pdfs files recovered from the tool FRAMEMAKER and Microsoft Word. They are displayed via a specially developed Custom Gutenberg block for WordPress in 4 different webpages:

- [Aquatic Code](#)
- [Aquatic Manual](#)
- [Terrestrial Code](#)
- [Terrestrial Manual](#)

The files of the website are stored, in the same way as the website, on AZURE STORAGE (cloud storage solution used by WOAHA to store these servers) to update the code, we send the new documents, replacing the old ones, to their folders.



Here and example of how the URL of the website is composed: the id remains fixed, only the page in .htm changes: [https://www.woah.org/en/what-we-do/standards/codes-and-manuals/terrestrial-code-online-access/?id=169&L=1&htmfile=chapitre\\_criteria\\_diseases.htm](https://www.woah.org/en/what-we-do/standards/codes-and-manuals/terrestrial-code-online-access/?id=169&L=1&htmfile=chapitre_criteria_diseases.htm)

This method avoids the use of an iframe within the website but allows the html content to use an iframe when needed. The code part does not show up in the search and is poorly indexed by Google.

### 1.7.3. Process to publish updated Standards

### 1.7.3.1. Manuals

#### 1.7.3.1.1. The Terrestrial Manual

The chapters are drafted or updated in Microsoft Word once every year, formatted following a specific chapter style, i.e. the headings and the paragraphs, and lists, etc.

Once texts are adopted, the chapters are converted to pdf format. Using Dreamweaver **the Manual author** links the updated pdfs to the table of contents. There are then uploaded to the WOA *Terrestrial Manual* web page by the IT Dept. The title of each of the *Terrestrial Manual* chapters being an active link to the pdf.

The English chapters are sent to the Spanish translator after the GS. Once translated, the **Manual author** checks the chapter formatting (Word), converts to pdf, updates the Dreamweaver file as for the English version. IT Dept then uploads the Spanish version

#### 1.7.3.1.2. The Aquatic Manual

The procedure for updating the *Aquatic Manual* is similar as that for the *Terrestrial Manual*.

#### 1.7.3.1.3. The Aquatic and Terrestrial Codes

The chapters are drafted or updated in Microsoft Word once every year, formatted following a specific chapter style, i.e. the headings and the paragraphs, and lists, etc.

Once adopted, the texts need to be made available online and for this, the FrameMaker tool is currently used by the Code Author. Each adopted amendment needs to be added to the existing FrameMaker version of the chapter or for newly adopted chapters, the entire text needs to be converted to FrameMaker. Once complete, the tool generates html and pdf files, which are added to the web page using a tool named "Microsoft azure Storage Explorer". This task is carried out by WOA IT team staff. For new or updated chapters every paragraph has to be cut and pasted from MS Word into FrameMaker, and the styles reapplied. It is possible to use tables of conversion to convert a perfectly formatted Microsoft Word file into a xml perfectly formatted file. Cross-references, tables and diagrams need to be dealt with separately. The Code author sometimes retypes the text when the task is adding a couple of words.

the Code author works in Microsoft word and then treat the text in FrameMaker once the chapter has been adopted and there will be no more amendments.

The Aquatic and Terrestrial Codes are updated once every year, meaning that new chapters or a new version of each chapter for which amended were adopted, are included at once. The resulting full compendium of chapters is considered a new edition, identified with a sequential number and the year of publication (e.g. 30<sup>th</sup> edition – 2022). This file is indexed and published in the WOA documentary basis and participates to the memory of WOA. This edition used to be printed and sold as a publication until 2021.

In addition, FrameMaker enables the Code author to produce a single pdf file per volume.

## 1.7.4. Access and use of the standards

### **General access**

Standards are publicly available. Codes and Manuals have been traditionally printed as 'books', distributed to WOA Delegates and to key stakeholders, and were publicly available for purchase at the WOA bookstore. For many years now, they have also been published on the Organisation's website.

Their main objective of these publications is to serve as a common reference for the development of national policies, programmes and actions for the improvement of Animal health and welfare. Hence, although they can be consulted by many, the main practical use is mostly expected from official Veterinarians working in the conception and implementation of such programme and activities

Within this context, users consult the standards for different purposes as detailed above, ranging from a quick consultation to a detailed analysis of the text to draft national regulations. For the Codes, users

very frequently access and compare texts in the different languages, as these are used in bilateral discussions where Members need to discuss or draft bilingual agreements (e.g. protocols, trade agreements, international certificates).

In general, the external user access the standards with a specific objective, generally targeting specific chapters, following the table of content.

The content should be considered by chapter, even when specific recommendations are contained within the specific articles (smaller functional unit), they are generally conditioned and defined by the context and the other articles in a chapter.

### ***Use of the Terrestrial Code for the definition of sanitary measures for international trade***

The most frequent and traditional use of WOA Standards is as the reference for the definition of sanitary measures for international trade of animal commodities, by official veterinarians working on defining trade requirements or private sector representatives working on international market development who are interested in viewing the group of specific sanitary measures that should be taken into consideration to define the sanitary requirements for international trade for specific terrestrial animals' commodities.

The overall objective of this work is for Veterinary Authorities to identify the measures to appropriately manage the risks of transmission of diseases associated to the importation of a given commodity. These measures are required by importing countries, and finally agreed with the exporting ones.

To identify the appropriate sanitary measures required to manage these risks, Veterinary Authorities should follow the following steps:

1. identify the diseases for which measures should be considered, by:
  - a) identify the pathogenic agents (among the WOA Listed disease) which could potentially produce adverse consequences in the importing country associated with the importation of the commodity being considered. This is done based on the epidemiology of the diseases and is part of the official veterinarian expertise.
  - b) Once the relevant pathogenic agents have been identified, Veterinary Authorities of the importing country should identify whether each of those pathogenic agents is already present in the importing country (the "animal health status" of the country), and to consider which of them are notifiable or subject to official control programmes in their own country.
  - c) For the remaining pathogenic agents identified as potentially associated with the commodity being considered, which are absent in the importing country or are subject to official control programmes, Veterinary Authorities should consider the definition of specific sanitary measures.
2. For the selected disease, identify the recommended measures:
  - a) Veterinary Authorities should consider if recommended measures are provided for that commodity in the relevant disease specific chapters in the OIE Codes.
  - b) Such recommendations are found in articles of those chapters, which specify in its title the commodity and the animal health status at origin for which they are directed. Each article contains one or several equivalent measures.
  - c) Many disease-specific chapters of the Terrestrial Code contain in a specific article a list of commodities, defined as "'Safe commodities", for which no sanitary measures for the specific disease should be requested regardless the animal health status of at origin."
  - d) Many disease-specific chapters of the Terrestrial Code contain specific articles providing recommendations for the inactivation of the pathogenic agent is specific commodities

This process of defining the final set of measures to be required and certified for the trade operation to occur implies the consideration and discussion of the different options for recommended measures between many official veterinarians, the private sector and between the importing and exporting countries representatives

This process is naturally triggered by interest in trading a given commodity (e.g., live animals, animals products), but as the Terrestrial Code (focused on disease prevention) is structured by diseases, it is not possible to identify directly for which diseases measures are recommended for a given commodity or visualize all the relevant possible measures together. Users should do this exploration by reading all possible relevant chapters (all chapters in volume II) individually, taking note of the different recommended measures in parallel.

## 2. Need description

### 2.1. Functional requirements

**See the annex Annex B1 - Compliance grid**

### 2.2. Technical requirements

This section specifies the technical requirements or constraints that should be taken into consideration in the development or implementation of the System.

**See the annex Annex B1 - Compliance grid (spreadsheet “Technical requirements”).**

### 2.3. Branding/WOAH visual identity requirements

The objective is to have a coherent visual identity in line with the Organisation policy on this regard.

Online user interface should be coherent amongst different WOAH applications to give the users similar experiences when using them, and any other outputs (i.e. pdf or printed) should follow the WOAH visual identity policy.

The system must be designed with the WOAH visual identity in mind i.e. logo, colors.

NB: the manual guide for rebranding with the required images will be transferred to the selected supplier.

# Annexes

## **Annex B1 - Compliance grid**

- B1a – Articles trade
- B1b - shortlists