



Process for the Elaboration of WOAH Standards

Process description

Phase 1 - New work identification

1. Proposals to develop new content or amend existing content of the *WOAH International Standards* may be:
 - developed by WOAH Specialist Commissions, according to their mandate;
 - submitted by WOAH Members or partner International Organisations (IOs), through comments to the AAHSC, the BSC or the TAHSC work programmes;
 - proposed by WOAH Working Groups (conveyed by the relevant WOAH Secretariat);
 - proposed by WOAH Reference Centre experts or other WOAH experts;
 - from recommendations from WOAH Regional Commission Conferences or WOAH global or regional thematic conferences (conveyed by the relevant WOAH Secretariat);
 - proposed as part of WOAH Strategies and coordination mechanisms with partner Organisations (conveyed by the relevant WOAH Secretariat);
 - proposed by the WOAH Director General or WOAH HQ Departments.
2. Proposals are **processed** by the relevant WOAH Secretariat and presented for the consideration of:
 - a. the AAHSC (for the *Aquatic Code* and *Aquatic Manual*)
 - b. the BSC (for the *Terrestrial Manual*)
 - c. the TAHSC (for the *Terrestrial Code*). When relevant, the scientific pertinence of the request can also be consulted with the SCAD.
3. The relevant Commission considers the proposal to develop new content or to amend existing content in the WOAH Standards and whether it should be added to its work programme according to the defined criteria.
4. Before deciding to include an item on its respective work programme, the relevant Commission should identify the need to coordinate the work with other WOAH Standards. This is achieved through WOAH Secretariat advice and consultation among the above-mentioned Commissions.

Additionally, in some cases, a Commission may request the support of the WOAH Secretariat to seek expert advice (e.g. subject matter experts, the SCAD, WOAH Working Groups or another Commission, as needed) or undertake further work to better define the proposal or its implications.

With this additional information, the Commission then considers the proposed new work item for inclusion in its work programme.

5. For new items added to the work programme, the Commission prioritises the item in the context of other items on its work programme, also taking into consideration the priorities and work programme of other Commissions if involved, as well as the resource availability of the WOAHS Secretariat.

Phase 2 – Development of work

6. When prioritised, the AAHSC, the BSC or the TAHSC initiates the work with the development of an internal discussion paper to be shared among the Commissions involved.
7. The relevant Commission(s) review the discussion paper and provide the Secretariat with feedback on how the work should proceed and whether to proceed with the proposal to develop a new or revised “draft standard”. The Commission amends its work programmes accordingly.
8. The WOAHS Secretariat coordinates the work to prepare a “draft standard”, including when needed, expert consultation or input from other Commissions.
9. The relevant Commission(s) reviews the “draft standard” and progresses the work itself or following expert advice, including the SCAD, when relevant, until it is considered ready to be circulated for comments.

Phase 3 - Commenting and review

10. The AHSC, the BSC or the TAHSC, respectively, circulate a “proposed new or revised standard” for comments.
11. The relevant Commission considers the comments received.
12. In considering comments received, the AAHSC, the BSC or the TAHSC may request the support of the WOAHS Secretariat to seek expert advice by asking subject matter experts, the SCAD or other Specialist Commissions, as relevant, or by undertaking further secretariat work, to address specific points.
13. The relevant Commission considers comments received, taking into consideration experts’ and other Commissions’ inputs (if requested), and amends, where relevant, the “proposed new or revised standard”. If there is disagreement on the opinion of different Commissions involved, this is communicated through the Secretariat and can be discussed through *ad hoc* exchanges or meetings to reach consensus.
14. When the relevant Commission considers the text ready for another round of consultation with Members and IOs, they circulate the “proposed new or revised standard” again for comments.
15. The relevant Commission progresses the work and repeats the above steps until it considers that the “proposed new or revised standard” is ready to be proposed for adoption.

Phase 4 - Adoption

16. The relevant Commission (AAHSC, BSC or TAHSC), proposes the “new or revised standard” to the WOAHS Assembly for adoption as proposed modifications for the Aquatic Code, the Aquatic Manual, the Terrestrial Manual, or the Terrestrial Code, respectively.
17. At a General Session, the relevant Commission President of the AAHSC, the BSC or the TAHSC presents the “new or revised standard” to the Assembly.

18. During the General Session:

- I. the relevant Commission President of the AAHSC, the BSC or the TAHSC (with the support of the SCAD President when relevant), responds to comments from the World Assembly.
 - II. In response to comments, the Commission President may propose amendments or propose to adopt the “new or revised standard” unchanged.
 - III. the Assembly considers the adoption of the “new or revised standard”, with the primary aim of reaching a consensus. Members can express against the proposal or abstain. Further interventions of the Commission President may be required at this stage, and Steps 18.I and 18.II be repeated to reach a consensus, until a final decision is made, or the Commission President may withdraw the proposal.
 - a) If consensus is reached, the text is adopted by the Assembly; or
 - b) If consensus is not reached; the Assembly can decide by a formal vote. In that case, the support of a 2/3 majority is required for the text to be adopted by the Assembly.
 - IV. When the “new or revised standard” is adopted, the Director General is requested to publish the adopted texts in revised editions of the Standards.
 - V. If a text is withdrawn from adoption or not adopted in the case of voting, the AAHSC, the BSC or the TAHSC reconsider the work in the context of their work programmes at their following meeting.
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