

Engaging in the Standard-Setting Process

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World
Organisation
for Animal
Health
Founded as OIE

Organisation
mondiale
de la santé
animale
Fondée en tant qu'OIE

Organización
Mundial
de Sanidad
Animal
Fundada como OIE



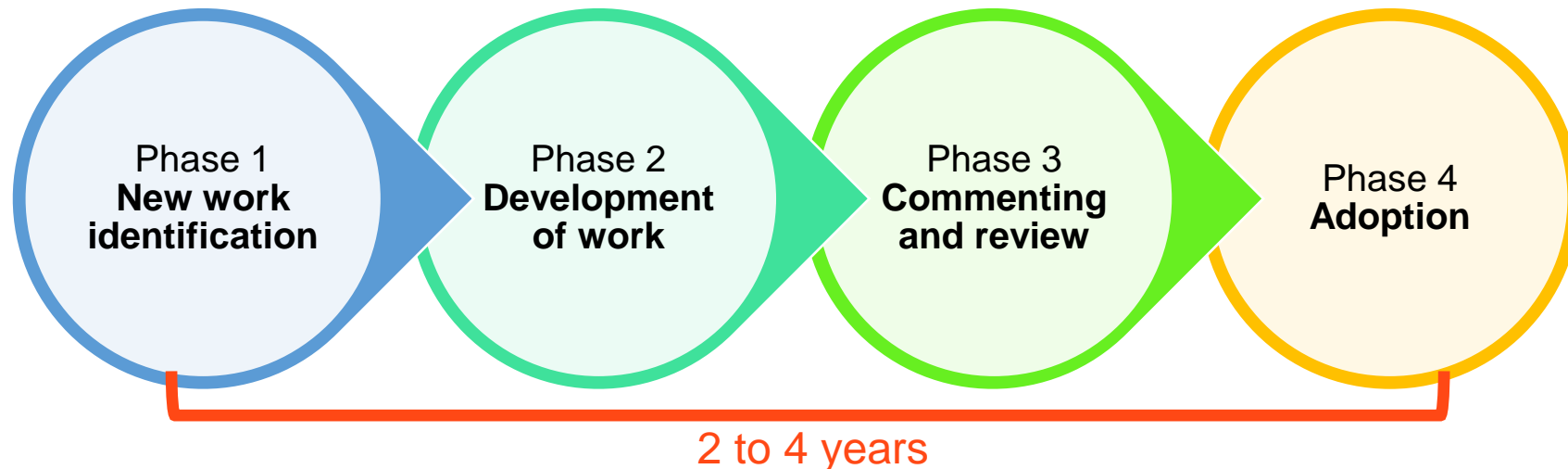
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Introduction

- The WOAH standard-setting process is used to update WOAH International Standards
- Process for the elaboration of WOAH International Standards



A transparent process to ensure that WOAH International Standards address Members needs and are developed based in the latest science and taking into consideration the different contexts among Members to enable implementation.



1 Accessing information

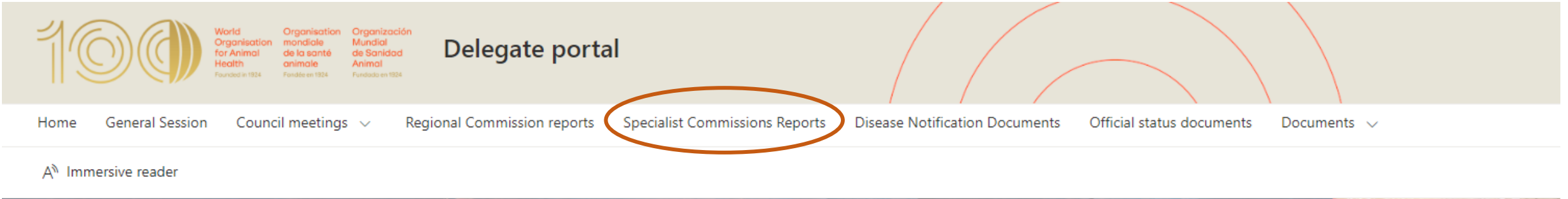
Ongoing and planned Standard-Setting work can be found from the following website.

- [WOAH Delegate Portal](#)
- [WOAH Public Website](#)



Where can I find information?

On the WOAAH Delegate Portal



AQUATIC ANIMALS COMMISSION

The Aquatic Animal Health Standards Commission

Share Copy link Sync Download Export to Excel

Name	Contenu
2022_February	
2022_September	
2023_February	

BIOLOGICAL STANDARDS COMMISSION

The Biological Standards Commission

Share Copy link Sync Download Export to Excel

Name	Contenu
2022_February	
2022_September	
2023_February	

SCIENTIFIC COMMISSION

The Scientific Commission for Animal Diseases

Share Copy link Sync Download Export to Excel

Name	Contenu
2022_February	
2022_September	
2023_February	
2023_September	
2024_February	
2024_September	

TERRESTRIAL CODE COMMISSION

The Terrestrial Animal Health Standards Commission

Share Copy link Sync Download Export to Excel

Name	Contenu
2022_February	
2022_September	
2023_February	
2023_September	
2024_February	
2024_September	

- Private website for the WOAAH Delegates
- Report and annexes in MS Word format
- Download files and use for commenting



Where can I find information? On the WOAH Website

The screenshot shows the WOAH website's navigation menu. At the top, there are links for 'Codes and Manuals', 'Publications', 'Documentary Portal', 'Training Platform', 'Bookshop', and language options 'EN', 'FR', 'ES'. Below this is the WOAH logo and the text 'World Organisation for Animal Health Founded as OIE'. A secondary navigation bar includes 'Animal Diseases', 'Monkeypox', 'Avian Influenza', 'COVID-19', and a search bar. The main navigation menu is expanded, showing 'WHO WE ARE', 'WHAT WE DO', 'WHAT WE OFFER', 'MEDIA', and 'WAHIS'. The 'WHAT WE DO' menu is highlighted with an orange circle, and an arrow points to a sub-menu. In this sub-menu, 'Standards' and 'Standard-Setting Process' are also highlighted with orange circles. An arrow points from 'Standards' to 'Standard-Setting Process'. Below the navigation is a 'What we do' section with a paragraph of text. At the bottom of the page is a QR code and a background image of a person's hands.



On the WOAH Website Specialists Commissions

The relevant Specialist Commission consider requests to develop new standards or review existing standards received from a range of stakeholders including from Members, partner international organisations, and its scientific network. These requests are reviewed, prioritised and included on its respective work plans.

Calendar of the upcoming Specialist Commission meetings

Commissions*	Sept. 2024	Feb. 2025	Sept. 2025	Feb. 2026	Sept. 2026	Feb. 2027
Code Commission	9-19	4-14	9-18	3-13	8-17	2-12
Biological Standards Commission	9-13	3-7	8-12	2-6	7-11	1-5
Scientific Commission	9-13	10-14	8-12	9-13	7-11	8-12
Aquatic Animals Commission	18-25	12-19	17-24	11-18	16-23	8-12

*Projected dates of the next meetings of the four Specialist Commissions

- **Schedule** of upcoming Specialist Commissions meetings (**Feb** and **Sep**)
- Links to **Specialist Commissions**, **ad hoc Groups** and **Working Groups** including **their reports**

Aquatic Animal Health Standards Commission

[Discover](#) →

Biological Standards Commission

[Discover](#) →

Scientific Commission for Animal Diseases

[Discover](#) →

Terrestrial Animal Health Standards Commission

[Discover](#) →

Ad hoc Groups and Working Groups

The *ad hoc* Groups and Working Groups may be requested to address specific topics to ensure that new or revised standards are based on the latest scientific evidence and knowledge. The views of the Members and partner international organisations are routinely sought through the circulation of draft and revised texts in the relevant Specialist Commission report.

Ad hoc Groups

[Discover](#) →

Working Groups

[Discover](#) →

On the WOAAH Website

- Links to each [ad hoc Group](#) and [Working Group](#)
- In each Group page, **report of the Group** can be found



Ad hoc Groups

An ad hoc Group is convened at the initiative of the Director General to provide expert advice on a topic as defined by the Terms of Reference. The ad hoc Group reports are considered by the relevant Specialist Commission or Director General. An ad hoc Group usually comprises six internationally recognised experts and take into consideration geographical representation and gender balance.

[Introduction](#) [Terrestrial Animals](#) [Aquatic Animals](#) [Animal Welfare](#)

[Antimicrobial Resistance](#) [Official Status](#) [Others](#)

Working Groups

WOAH permanent Working Groups are responsible for continually reviewing developments in their fields, and for keeping WOAAH Members informed of current issues.

Working Group on Antimicrobial Resistance (AMR)

Following the adoption of Resolution no. 14 "WOAH's engagement in the One Health Global Effort to Control Antimicrobial Resistance" by the World Assembly of WOAAH Delegates in May 2019, a Working Group on Antimicrobial Resistance (AMR) was established to support the implementation of the [WOAH Strategy on Antimicrobial Resistance and the Prudent Use of Antimicrobials](#) and the organisation's capacity to respond to global challenges according to its mandate.

[Learn more](#)

Working Group on Wildlife

Founded in 1994, this Wildlife Working Group informs and advises the WOAAH on all health problems relating to wild animals, whether in the wild or in captivity. It has prepared recommendations and oversees numerous scientific publications on the surveillance and control of the most important specific wildlife diseases. The Working Group comprises world-leading scientific experts in their subject areas.

[Learn more](#)



2 How can Members contribute?



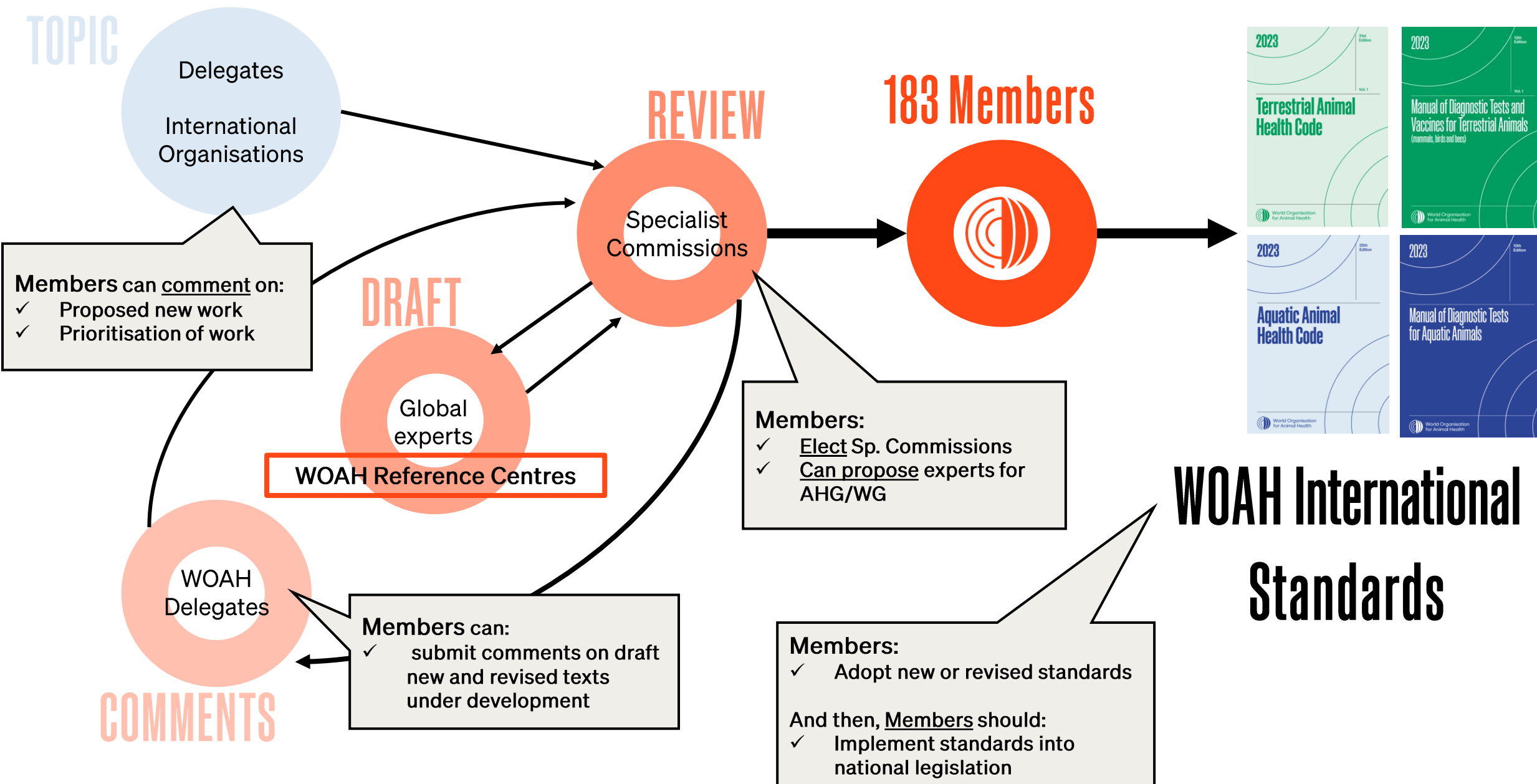
Who can comment?

Comments can only be submitted by:

- **WOAH Members, only through their *WOAH Delegate*, and**
- **International Organisations** with which WOAH has a cooperation agreement.

Delegates are encouraged to involve **WOAH National Focal Points** and national experts, to support the **Delegate** in the preparation of national comments. Also, they are encouraged to consult with national stakeholders.

TOPIC





How Members and IOs can participate in the process?

New requests

Members & IOs

- Request new work, including a rationale and supporting evidence;
- Provide opinions on the prioritisation of work items;
- Provide relevant information or scientific evidence for consideration during development of relevant item.

Commenting on proposed new or revised texts

Members & IOs

- Propose additional or alternative science-based amendments, including a rationale and supporting evidence;
- Submit evidence-based concerns on potential challenges for the implementation of the proposed texts (e.g. national or regional level, production systems), including alternative amendments;
- Propose editorial amendments to improve the understanding or the meaning (in any of the three languages).

Adoption

Members

- Members can make interventions at the General Session to request changes to proposed amendments, express support or objections;
- If consensus is reached, the World Assembly of Delegates adopts the new or revised texts;
- If consensus is not reached, proposed text can return to the Commission for further work or exceptionally adoption could be subject to a vote.



3 Anticipating work, understanding the management of the work programme

Work programmes of:

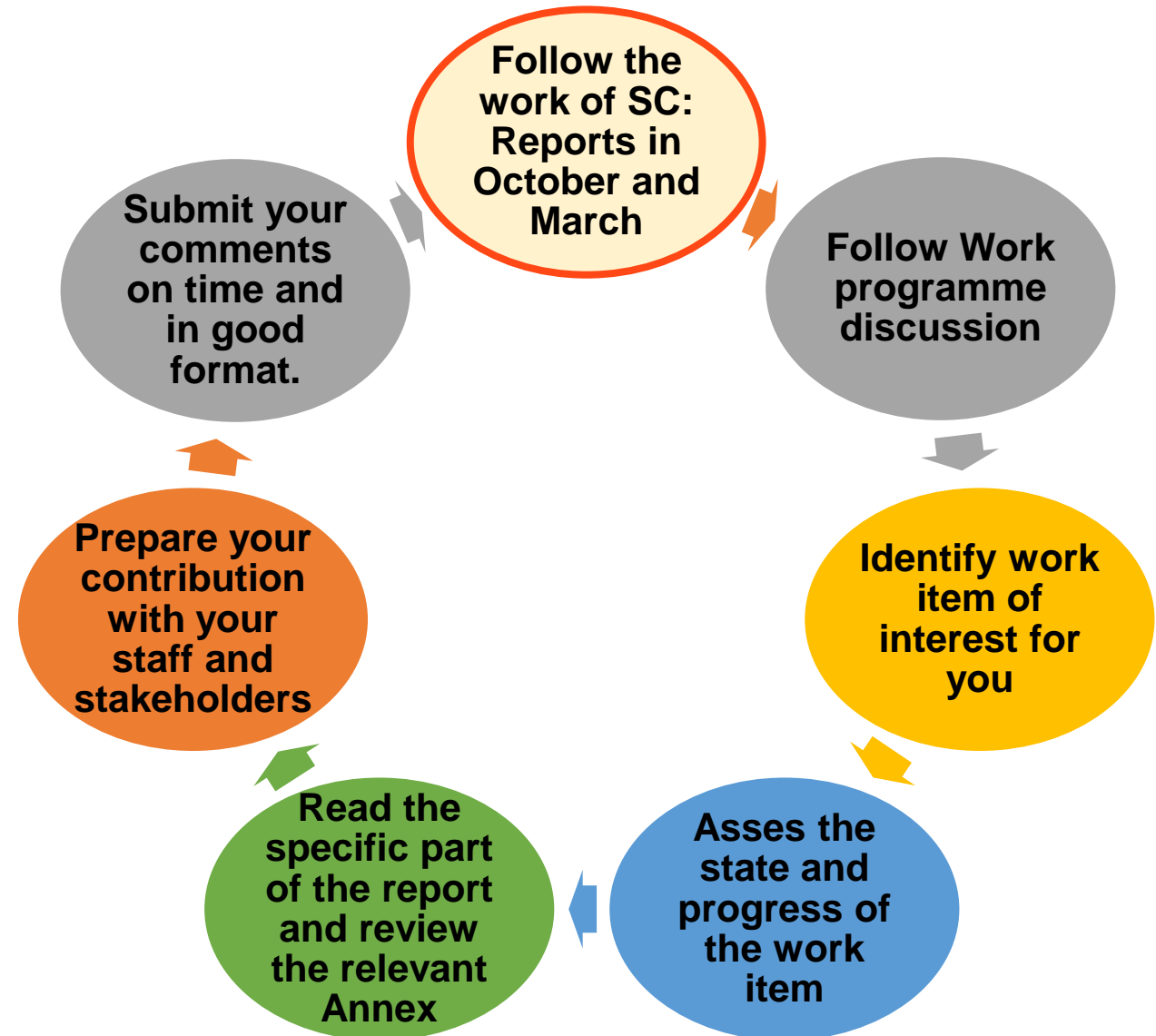
- Aquatic Animals Commission
- Terrestrial Animal Health Standards Commission



Participation cycle

Key points:

- Not all topics may be of the same interest
- Topics progress slowly but steadily
- Takes 2 to 4 years to adopt
- Intervene sooner rather than later
- All contributions help
- Do not wait until the GS!





4 Differences with the process for updating Manual

Members experiences in participation

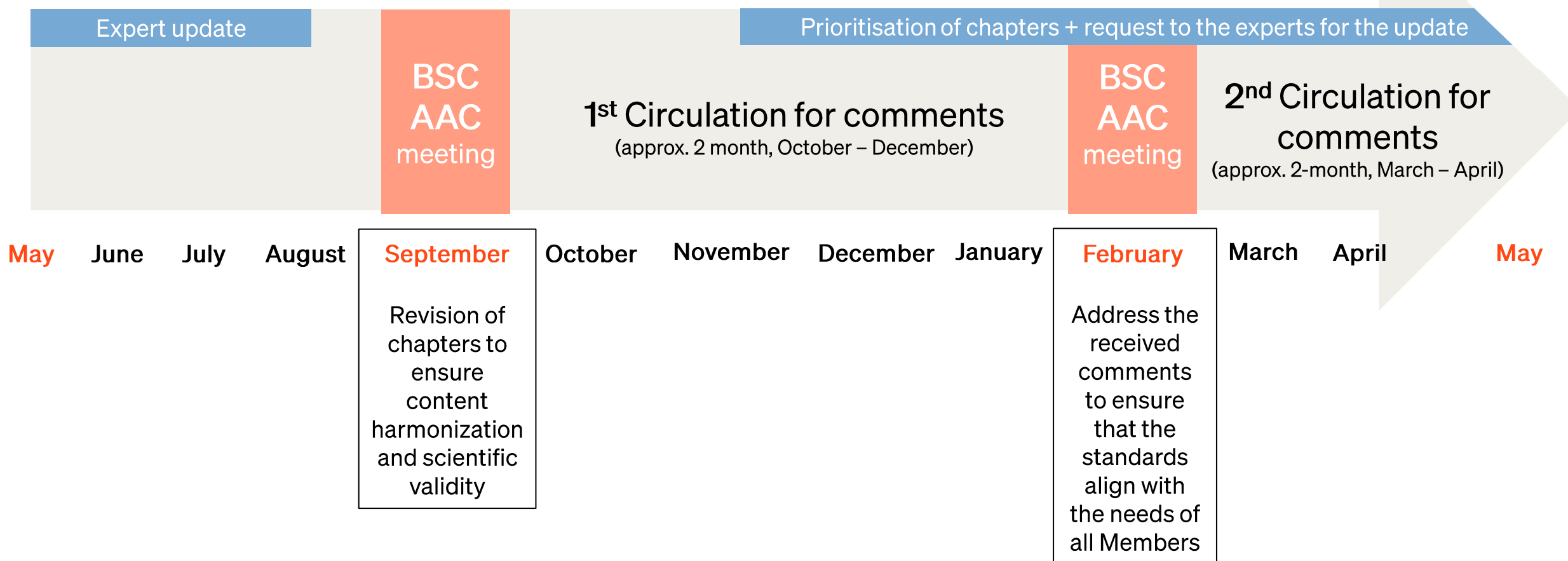


1-year cycle for the revision of the Manuals Chapter



**General
Session**

**General
Session**



*BSC – Biological Standards Commission

*AAC – Aquatic Animal Health Standards Commission



5 Commenting: New SOP & Guidelines

- New proposals and commenting on the work programme and priorities
- Annexes circulating for comment



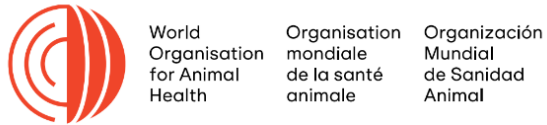
New step-wise approach to further progress on the transparency of the process for the elaboration of WOAH Standards

- Supported by the Specialist Commissions in September 2023 meetings
- Communicated by DG to Members in December 2023

The approach:

- February 2024: Publication of **comments** considered by Commissions in WOAH Delegates Portal
- September 2024: Publication of **comments** and **Commission responses** in both WOAH Delegates Portal and WOAH Website

New developments to support Members in this process



December 2023

STANDARD OPERATING PROCEDURE FOR WOAHP MEMBERS AND INTERNATIONAL ORGANISATIONS TO SUBMIT COMMENTS DURING THE PROCESS FOR THE ELABORATION OF WOAHP INTERNATIONAL STANDARDS

WOAH has developed this Standard Operating Procedure (SOP) to improve the transparency, documentation, and traceability of the process for receiving and responding to comments submitted during the process for the elaboration of WOAHP International Standards, as well as to describe the roles and responsibilities of WOAHP Members and International Organisations, Specialist Commissions, subject-matter experts, and WOAHP Headquarters, during this process.

Standard Operating Procedure

Scope:

This SOP describes the process to be followed by WOAHP Members or International Organisations with a cooperation agreement (IOs), to comment on the development and review of WOAHP Standards.



Guide for WOAHP Members and International Organisations on submitting comments during the *Process for the elaboration of WOAHP International Standards*

WOAH has developed a Standard Operating Procedure (SOP) for the submission of comments by WOAHP Members and International Organisations with a cooperation agreement with WOAHP (IOs) during the *Process for the elaboration of WOAHP International Standards*. Its purpose is to improve the transparency, documentation, and traceability of the process for receiving and responding to comments submitted by WOAHP Members and IOs on the work to develop and review WOAHP Standards. The SOP also describes the roles and responsibilities of WOAHP Members and International Organisations, Specialist Commissions, subject-matter experts, and WOAHP Headquarters, during the process.

This document should be read in conjunction with the SOP and provides guidance for Members and IOs on how to submit and present comments for consideration by WOAHP Specialist Commissions.

The process for the elaboration of WOAHP International Standards

Every year the WOAHP World Assembly adopts new or revised International Standards at the General Session. The standards proposed for adoption are the result of comprehensive work undertaken by WOAHP Specialist Commissions, with the support of subject-matter experts and the WOAHP Secretariat.

Standard Operating Procedure for WOAHP Members and International Organisations to submit comments during the Process for the elaboration of WOAHP international standards

Guide for WOAHP Members and International Organisations on submitting comments during the Process for the elaboration of WOAHP International Standards



Commenting on the **work programme** or items documented in the report that do not include annexes

1. How to prepare to comment

- Identify the items of interest either in **the body of the report** or in the annex on **the work programme**.
- Read the details provided in the body of the relevant Specialist Commission report.
- The Specialist Commission reports also include detailed information about previous discussions and other relevant reports (e.g. other Specialist Commissions, WOAH ad hoc Groups or Working Groups) that should also be considered when preparing comments, to ensure the relevant context into account and to avoid repeating previous discussions.

2. Preparing the file

- One single file should contain all comments submitted by a Member or IOs.



Commenting on the **work programme** or items documented in the report that do not include annexes

FORM A	
COMMENTS ON THE WORK PROGRAMME OR ITEMS DOCUMENTED IN THE REPORT THAT DO NOT INCLUDE ANNEXES	
Name of Member or IO:	Commission report and date of report:
	Title of the item in the report or item in the work programme annex: Proposal/Comment: Rationale: Supporting evidence, if relevant:
	Title of the item in the report or item in the work programme annex: Proposal/Comment:

Members and IOs can comment to:

- Request new work to be undertaken;
- Support or object to work items in a Specialist Commission work programme;
- Comment on the priority of work items in a Specialist Commission work programme;
- Raise points of interest for work items in a Specialist Commission work programme and provide information, evidence or expertise that could be taken into consideration for the development of the work (especially for ones that have not yet started or are in preparation);

Each comment should be supported by a brief, but clear, explanation of the reasoning or justification for the proposal.

- In less than 200 words.
- The rationale should take into consideration the relevant background for the work (e.g. AHG reports, previous SC reports), and include references to documented evidence when relevant.



Commenting on **new or revised standards** circulated for comment as annexes

1. How to prepare to comment

- Identify the items of interest in **the annex circulated for comment**.
- Read the details provided in the body of the relevant Specialist Commission report.
- The Specialist Commission reports also include detailed information about previous discussions and other relevant reports (e.g. other Specialist Commissions, WOAHA ad hoc Groups or Working Groups) that should also be considered when preparing comments, to ensure the relevant context into account and to avoid repeating previous discussions.

2. Preparing the file

- Once the items of interest have been selected, WOAHA Delegates can download the relevant annexes in Word format from the WOAHA Delegates Website. If IOs with a cooperation agreement need the files in this format, it should be requested to the WOAHA Secretariat.
- One single file per Annex contain all comments submitted by a Member or IOs.



Commenting on **new or revised standards** circulated for comment as annexes

Presenting the comments

- Comments should be grouped by annex. All comments from a submitter on an annex must be included ‘**inside**’ the relevant annex (in MS Word format).
- Comments should be submitted in English, French, or Spanish.
- Each comment should be made in using a double-column table (**‘comment table’**).
- Members and IOs must insert each table containing a comment on the text just below the paragraph under consideration. If the comment pertains to an entire chapter or multiple sections within a chapter, it should be positioned at the beginning of the respective annex.



Commenting on new or revised standards circulated for comment as annexes

Name of Member or IO	<p>Category (addition, deletion, change, editorial, general):</p> <p>Proposed amended text (or precise suggested deletion):</p> <p>Rationale:</p> <p>Supporting evidence, if relevant (e.g. scientific references, national and international reports, tangible experiences in this regard attached to this table)</p>
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Members and IOs should indicate the aim of the comment

- **Addition:** when proposing to add new content
- **Deletion:** when proposing to remove proposed content;
- **Change:** when proposing to modify the proposed content (meaning);
- **Editorial:** when proposing to address formatting issues and to improve language, including translation without altering the meaning;
- **General Comment** the comment should be on the whole text, rather than focusing solely on a specific paragraph.

Members and IOs must suggest an alternative text that would address their concerns.

- Use a **blue font** to show the proposed alternative text.
- DO NOT use the automatic 'track-changes' function in MS Word.
- Apply **strikethrough**-formatting to indicate suggested deletions. Apply **double underline** to proposed additions.
- Do not use the highlight feature for suggested new text, but instead, use **blue font**.

Each comment should be supported by a brief, but clear, explanation of the reasoning or justification for the proposal.

- In less than 200 words.
- The rationale should take into consideration the relevant background for the work (e.g. AHG reports, previous SC reports), and include references to documented evidence when relevant.

Thank you

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