

Commenting on new or revised texts

Etienne Bonbon, President Terrestrial Animal Health Standards Commission

**WOAH International Standards.
Promoting Member Engagement in the
Process for their Elaboration.**

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It's everyone's health
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Commenting: New SOP & Guidelines

New step-wise approach to further progress on the transparency of the process for the elaboration of WOAHA 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 WOAHA Delegates Portal
- Next steps:
 - Publication of comments in WOAHA Website (September 2024),
 - Integration of published comments and Commission responses (September 2024),
 - Evolution of the Specialist Commissions reports (September 2024).

New developments to support Members in this process



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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.

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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, 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

- 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

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.

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:

Commenting on new or revised standards circulated for comment as 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, 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	Category (addition, deletion, change, editorial, general): Proposed amended text (or precise suggested deletion): Rationale: Supporting evidence, if relevant (e.g. scientific references, national and international reports, tangible experiences in this regard attached to this table)
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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.

Example 1 - WP

	<p>Title of the item in the report or Item in the work programme annex:</p> <p>Work programme – New proposal.</p> <p>Proposal/Comment:</p> <p>Wonderland request the Code Commission to consider reviewing Chapter 10.2. Avian infectious bronchitis, particularly Article 10.2.3.</p> <p>Rationale: As currently presented, the article is not clear as whether the provisions in the article are alternative or complementary, and consequently it is not clear on how the measures should be applied in the case of vaccinated populations. This lack of clarity is causing problems to agree measures for international trade with trading partners.</p> <p>Supporting evidence: not relevant.</p>
	<p>Title of the item in the report or Item in the work programme annex:</p> <p>Report – Item 4.2.5. New chapter on Biosecurity</p> <p>Proposal/Comment:</p> <p>Wonderland fully supports the decision of the Code Commission to develop a new Chapter on Biosecurity and supports the approach proposed by the AHG. Wonderland would like to emphasise the need for this work to take into consideration the risks posed by arthropod vectors and the importance on ensuring that biosecurity plans take them into consideration. Similarly, the importance of biosecurity to protect the health of personnel and human populations should be duly covered.</p> <p>Rationale: see attached supporting evidence.</p> <p>Supporting evidence:</p> <p></p>

Example 2 – Draft chapter

EXAMPLE B: Comments from 'Wonderland'

CAPÍTULO 11.10.

INFECTION WITH *THEILERIA ANNULATA*, *T. ORIENTALIS* AND *T. PARVA*

Article 11.10.1.

General provisions

Animals susceptible to infection with *Theileria* are bovines (*Bos indicus*, *B. taurus* and *B. grunniens*), water buffaloes (*Bubalus bubalis*), African buffaloes (*Syncerus caffer*), sheep (*Ovis aries*), goats (*Capra hircus*), camels (*Camelus dromedarius* and *C. bactrianus*) and some wild ruminants.

Wonderland	<p>Category: Editorial</p> <p>Proposed amended text:</p> <p>Animals susceptible to infection with <i>Theileria</i> are bovines (<i>Bos indicus</i>, <i>B. taurus</i> and <i>B. grunniens</i>), water buffaloes (<i>Bubalus bubalis</i>) and African buffaloes (<i>Syncerus caffer</i>), sheep (<i>Ovis aries</i>), goats (<i>Capra hircus</i>), camels (<i>Camelus dromedarius</i> and <i>C. bactrianus</i>) and some wild ruminants.</p> <p>Rationale: Water and African buffaloes are also bovines.</p>
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Infection with *Theileria* can give rise to disease of variable severity and to *Theileria* transmission. *Theileria* may persist in ruminants for their lifetime. Such animals are considered carriers.

Wonderland	<p>Category: Editorial</p> <p>Proposed amended text:</p> <p>Animals susceptible to infection with <i>Theileria</i> are Theileriosis is a disease of bovines (<i>Bos indicus</i>, <i>B. taurus</i> and <i>B. grunniens</i>), water buffaloes (<i>Bubalus bubalis</i>), African buffaloes (<i>Syncerus caffer</i>), sheep (<i>Ovis aries</i>), goats (<i>Capra hircus</i>), camels (<i>Camelus dromedarius</i> and <i>C. bactrianus</i>) and some wild ruminants.</p> <p>Infection with <i>Theileria</i> can give rise to disease of variable severity and to <i>Theileria</i> transmission Some <i>Theileria</i> species are considered highly pathogenic, while others are scarcely or not pathogenic. <i>Theileria</i> may persist in ruminants for their lifetime. Such animals are considered carriers.</p> <p>Rationale: To clarify that the first two paragraphs provide general description of Theileriosis that includes not only sheep and goat diseases but also others, and to avoid to use 'infection with <i>Theileria</i>' in these paragraphs, considering the definition for '<i>Theileria</i>' described in the fourth paragraph. The proposed text in the second paragraph is extracted from the <i>Terrestrial Manual</i> chapter.</p> <p>Supporting evidence: not relevant</p>
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For the purposes of the *Terrestrial Code*, infection with *Theileria annulata*, *T. orientalis* and *T. parva* are defined as a tickborne infection of bovines and water buffaloes with *T. annulata*, *T. orientalis* Ikeda, *T. orientalis* Chitose and/or *T. parva*.



Thank you!

If you need any further information
contact standards.dept@woah.org