



ICCF

THE 9-STEP PROCESS TO DEVELOP A HARMONISED GUIDANCE DOCUMENT

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The ICCF guidance documents on the technical requirements for the evaluation of feed ingredients are developed by Expert Working Groups (EWG) comprising experts from the ICCF members on the topics identified by the ICCF Steering Committee (SC) on a consensual basis.

The following 9 steps are followed in sequence:

Step 1 – Launch

The SC

- defines and agrees on the topic to be considered
- assigns the topic to or established an EWG
- appoints the EWG Chair with a clear mandate, defined in a Terms of Reference (ToR) document
- nominates the experts participating in the EWG

Step 2 – Initial Drafting

In line with the ToR document, the EWG elaborates a draft guidance document and submits to the ICCF Secretariat with the agreement of all the experts

Step 3 – Adoption for Public Consultation

The ICCF Secretariat submits the draft guidance document to the SC for approval before public consultation

Step 4 – Public Consultation

After adoption by the SC, the initial draft guidance document is published for consultation by the ICCF Secretariat for an appropriate consultation period (usually one month)

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Step 5 – Revising the initial draft

The comments from the Public Consultation are directed to the EWG for consideration. The EWG prepares a revised draft guidance document and submits it to the ICCF Secretariat with the agreement of all the experts

Step 6 – Adoption for Publication

The ICCF Secretariat submits the revised draft guidance document to the SC for approval before publication

Step 7 – Steering Committee Endorsement

After approval, the guidance document is endorsed by the SC and published on the ICCF website

Step 8 – Implementation

The ICCF guidance document may be implemented in the different jurisdictions. When this is the case, the Jurisdiction informs the ICCF Secretariat

Step 9 – Monitoring, Maintenance and Review

The necessity to review an endorsed document should be determine at least every three (3) years to consider any development. The ICCF Secretariat notifies the SC, when the 3-year deadline is reached.

Any SC members may propose to review an endorsed guidance document at any time, justifying the reasons for change.

If the necessity to review is acknowledge by the SC, the SC will assign the revision to or establish an EWG. The SC shall define at which step of the process the revision procedure should start