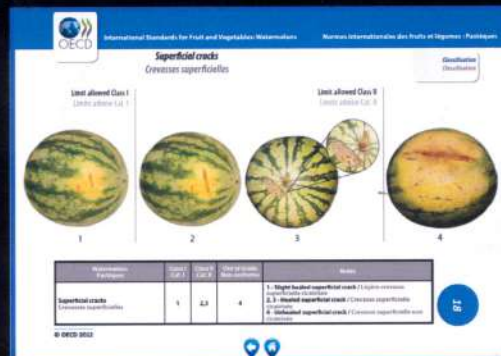
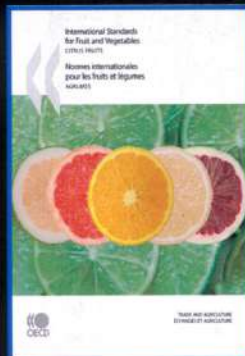


OECD FRUIT AND VEGETABLES SCHEME

GUIDELINES ON THE DEVELOPMENT OF OECD EXPLANATORY BROCHURES



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GUIDELINES FOR DRAFTING AN OECD EXPLANATORY BROCHURE

INTRODUCTION

These Guidelines aim to provide an aid in the development of OECD explanatory brochures on fruit and vegetables international standards recognised under the Scheme. It establishes the procedure of development and determines the content and other technical parameters of an OECD brochure. These guidelines also contain the Draft Layout of OECD Explanatory Brochures (Layout) as Annex II of this document.

These Guidelines and the Layout should be followed, in order to facilitate the production, publication, and future revision of the hard copies and electronic versions of the brochures.

CHAPTER 1 - DEVELOPMENT OF THE BROCHURE

The OECD brochures are developed by a Rapporteur, who provides technical assistance in the development of the material.

As a first step, the Rapporteur develops a provisional list of quality parameters which are planned to be shown in the explanatory brochure. The goal of this list is to facilitate the organisation of work on the brochure and to ensure that all parameters and defects typical of the products will be included in the brochure. This list is discussed with the Members before the work begins on the brochure via the OECD website established for electronic discussion (ClearSpace) or at face to face meetings. A sample for a provisional list of quality parameters is included in *Annex I* to this document.

Based on the provisional list of quality parameters, the Rapporteur prepares the text and the illustrations of the brochure and presents them on ClearSpace in order to receive prior comments from Members before a physical OECD Product Working Group Meeting is taken place.

The OECD Product Working Group (PWG) is open to all interested Member countries and invited observers. It discusses the draft brochure and agrees on its content. Based on the proposal of the PWG, the Steering Committee prepares a recommendation on the draft brochure and submits it to the Plenary Meeting for discussion and adoption. The recommendation is presented to the Plenary Meeting by the Chair of the Steering Committee.

The brochure must be adopted by the Scheme's Members on a consensual basis. Once it is done, the Rapporteur provides all approved material to the OECD Secretariat within the agreed deadline:

- The text of the brochure in word format;
- The title of the illustrations in word or excel format;
- The individual photos in eps, or tiff or in jpg file format;
- The information on the classification (where applicable) in word or excel format; and;
- The explanatory table of each illustration (where applicable) in word or excel format.

The text and the captions of the illustrations are delivered in one of the official languages of the OECD (EN/FR). The other official language version of the text and the bilingual version of the illustration are developed by the OECD Secretariat. However, from a practical point of view it is suggested to develop the text and illustration in English first. The Working Group Meetings are held in English and this would facilitate discussion on the substance. The text and illustrations has to follow the format (e.g. titles, sections, paragraphs, fonts) of the Layout.

At the request of the Rapporteur, the OECD Secretariat can provide the layout of the brochure as an Adobe InDesign file. The brochure can also be delivered in this format.

Before publication, the final draft brochure will be available on the OECD ClearSpace website for final editorial observations.

The OECD Secretariat is responsible for the publication of the adopted brochure and ensures that it is published in line with the Layout.

The Secretariat is responsible for any necessary updates to the brochures three years after publication, following discussion and agreement at the Plenary Meeting. In exceptional circumstances the Plenary Meeting can revisit the brochures more frequently.

CHAPTER 2 - THE CONTENT AND TECHNICAL PARAMETERS OF AN OECD EXPLANATORY BROCHURE

2.1 Text of the brochure

The text of the brochure includes the following:

- Text of the relevant international standard;
- General explanatory notes determined in the Layout;
- Specific explanatory notes based on the product's characteristics;
- References to the illustrations;
- Illustration Index by defects; and
- Illustration Index According to the Standard Layout

2.1.1 The text of the relevant international standard

The text of the relevant international standard has to be in line with its latest available version. Moreover, a clear reference to the original standard should be included into the brochure with the name of the developing international organisation, the original reference code of the standard and the year of publication (approval) of the version used as a basis in the brochure.

The official text is always in **blue bold** in order to be able to distinguish it from the explanatory text.

2.1.2 General and specific explanatory notes

The general explanatory notes are defined in the Layout. They explain the parts of the standard text which are relevant to all products. Therefore these notes are automatically included to all explanatory brochures.

The specific interpretative texts are applicable only to the product which is the subject of the explanatory brochure. The first draft of the specific text is developed by the Rapporteur and has to be discussed and agreed by the Members before it is included into the brochure.

All explanatory notes are in *black italic*.

2.1.3 References to illustrations

The references to the illustrations are organised into tables. Depending on the number of products or product groups covered by the standard, one of the following tables can be used:

In case when the standard covers only one product:

Illustration No.	Name of illustration
Photo #	<i>Caption of the illustration</i>
Photo #	<i>Etc.</i>

In case when the standard covers more than one product or product group:

Name of illustration	Product group 1	Product group 2	Product group n
<i>Caption of the illustration</i>	<i>Photo # -</i>	<i>Photo #</i>	<i>Photo #</i>
	<i>Etc.</i>		

2.1.4. Illustration Index by Defect

The Illustration Index facilitates the searching of the illustrations in the brochure. It contains all quality parameters in alphabetic order together with their illustration number.

2.1.5 Illustration Index According to the Standard Layout

The Illustration Index According to the Standard Layout facilitates the use of the explanatory brochure. It summarizes all necessary information on each quality parameter; the OECD classification, the explanatory notes and the place of the illustration in the brochure. The page of the Illustration Index According to the Standard Layout is made from a stronger material and can be removed from the brochure. The draft Illustration Index According to the Standard Layout is included into the Layout.

2.2 Illustrations

The illustrations have five main parts:

- Title;
- Reference to the standard text;
- Photo(s);
- OECD classification of the illustrations (where applicable);
- Explanatory table (where applicable).

2.2.1 Title of the illustration

The title is an exact explanation what is seen on the illustration. It is specific to the quality parameter (e.g. aphids on the fruit) and not to a general term (e.g. pest damage). The title is on the top middle of the illustration and is bilingual.

2.2.2 Reference to the standard text

This part establishes the connection between the illustration and the part of the standard text which is being illustrated. It refers to the respective section in the standard (e.g. Classification). Moreover, it can be more specific and can point to the exact part of the standard, if it is necessary (e.g. Minimum Requirements – Sound). In the electronic version, this part can be hyperlinked to the relevant text in the standard. The reference is on the right top of the illustration and is bilingual.

2.2.3 Photo(s)

Each illustration can contain one or more photos depending on the quality parameter/defect. As a basic rule the photos should show only one single quality parameter/defect per illustration in order not to mislead the user.

2.2.3.1 Photos on the illustrations of the definition of produce

These illustrations should show the typical aspects of a variety or a commercial type on one or more photos (e.g. the side, cut, top and bottom aspects). Product types, which are not under the scope of the standard, can also be illustrated. An example for this type of illustration is included into the Layout (Illustration Example 1.).

2.2.3.2 Photos on the illustrations of minimum requirements

In case of minimum requirements, the illustration should show the defect on a single photo or on a range of photos. By definition, any degrees of these defects will fall into the "not allowed" category. Therefore, they should not be classified. As a minimum, the illustrations should show the slightest possible degree of the defect, in order to clearly indicate that none of these types of defects are acceptable.

However, in some cases, certain level of these defects can be tolerated (i.e. "practically free....") which are allowed in all classes. In this case, the illustration should determine the "practically free" level of the defect by showing the "limit allowed" for all quality classes. Examples for both cases are included in the Layout (Illustration Example 2 and 3).

2.2.3.3 Photos on the illustrations of classified quality parameters

In case of quality parameters, which are subject to classification, the parameter/defect should be shown on a range of photos, following an increasing tendency from the first photo to the last one. As a minimum, the "limit allowed" of the defect for each quality class has to be clearly shown. Therefore, the minimum number of photos is 2 (two classes) or 3 (three classes). In addition, more photos can be added to the illustration in order to better demonstrate the given quality parameter or defect (e.g. showing the evolution of the defect), where it is appropriate. Examples of these types of illustrations are included into the Layout (Illustration Example 4 and 5).

2.2.3.4 Photos on the illustrations of sizing, presentation, packaging and marking

The illustrations should contain the followings:

- *Sizing*: this section contains all illustrations relevant to this part of the standard e.g. uniformity requirements, measuring the sizes.
- *Presentation*: This section contains all illustrations relevant to this part of the standard e.g. typical presentation and uniformity of Extra Class, Class I. and Class II.
- *Packaging*: The typical package types can also be included (e.g. different packages and sales packages.).
- *Marking*: This section contains all illustrations relevant to this part of the standard. However, two types of illustrations: marking on the package and pre-printed labels should be presented in this section, as a minimum. The correct and complete marking must be shown. Advertising text should be avoided.

Examples of these types of illustration are included into the Layout (*Illustration Example 6, 7 and 8*).

2.2.3.5 Technical parameters of the photos

The photos of the illustrations have to meet with the following technical requirements, in order to ensure good picture quality and to facilitate the preparation of the brochure:

- *Aspect ratio*: uniform, Height/Width: minimum 9/12.4;
- *Resolution*: uniform, minimum 300 pixel/inch (118.18 pixels/cm) ;
- *Background*: uniform and homogeneous colour; white or blue (R: 152, G: 197, B: 236 or C: 38% M: 12% Y: 0% K: 0%);
- *File format*: eps, tiff or jpg files;
- *File name*: uniform, starting with numbers. The numbering of the illustration has to refer to the place of the illustration in the brochure: *001_product_quality parameter*.

2.2.4 OECD classification to the illustration (where applicable)

The OECD classification of the quality parameter indicates the "limit allowed" degree for each quality class.. The classification is marked on the illustration with a vertical bar, the name of the class and with the expression: "limit allowed" or " not allowed ". A sample of the classification is included into the Layout (*Illustration Sample 5*).

2.2.5 Explanatory table (where applicable)

All classified illustration or where additional explanatory note is necessary includes an explanatory table. The table defines the OECD classification and contains all explanatory notes, which can help to better understand the respective quality parameter and to facilitate the quality inspection. A sample of the explanatory table is included into the Layout (*Illustration Sample 2 and 5*)

CHAPTER 3 - PUBLICATION FORMATS OF THE OECD BROCHURES

The OECD explanatory brochures are published in hard copy and in electronic version. The two types of formats are not necessarily published at the same time. All changes in the text or illustrations are first included into the e-brochures. The hard copies include a copy of the e-brochure on a USB key in the highest available quality.

3.1. Hard copy:

The hard copy is formatted as follows:

- *Size*: A4 or 25x18cm (OECD format), decided by Members on a case by case basis;
- *Cover*: hard paper;
- *Binding*: ring binder or normal binding, decided by Members on a case by case basis;
- *Language*: bilingual (English and French). The two language versions are separated into two sections (English followed by the French). The illustrations are bilingual.

3.2. Electronic version:

The electronic version is developed on the basis of the hard copy by the Secretariat. It is in a pdf file format. It contains the following additional elements and functions:

- A bilingual Home Page is added to the e-brochure with the following content:
 - Table of content (linked to the table of content of the brochure);
 - Illustrations – Grades (linked to the grading tables);
- Two functional buttons are added to each page of the brochure:
 - "Home" button linked to the bilingual Home Page;
 - "Back" button with the function to go back to the previous visited page.
- Hyperlinks are added to the brochure in the following places:
 - Table of content; linked to the relevant part of the brochure;
 - References to the illustrations; linked to the relevant illustrations;
 - Illustration index by defects: linked to the relevant illustrations;
 - Illustration Index According to the Standard Layout linked to the relevant illustrations;
 - Illustrations – photos; linked to the high definition complex or individual photos;
 - Illustrations – reference to the standard: linked to the relevant standard text.

The electronic version is intended for professional work. Therefore it is produced in high quality, with illustrations which are clear and detailed on a screen of a computer. Moreover, complex and individual photos in high resolution are part of the electronic version and available on the USB key delivered with the hard copy.

ANNEX I

PROVISIONAL LIST OF QUALITY PARAMETERS

Illustration Nr	Quality parameter	Nr of planned photos				Notes
		Extra	Class I	Class II	Not allowed	
Definition of Produce						
Minimum requirements						
Classification						
Sizing						
Tolerances						
Presentations						
Marking						

ANNEX II

LAYOUT OF AN OECD EXPLANATORY BROCHURE

(note by the Secretariat)

The text in the draft layout contains the following marks:

- The official text of the standard is in **blue bold**. The draft layout contains a sample standard text (based on the 2011 UNECE standard layout) which has to be replaced by the relevant UNECE or CODEX standard text.
- The explanatory text is in *normal italics*.
- Notes are in {*curly brackets*}. These texts are not part of the brochure; only facilitate the work of the Rapporteur. They need to be deleted from the final version.

"Product Name"

On the following pages, the official text of the standard {*reference to the applied international standard e.g. UNECE FFV-3(year of publication) or CODEX STAN 205-1997*} is indicated in **blue bold**.

The OECD interpretative text of the standard is indicated in *black italic*.

I. DEFINITION OF PRODUCE

This standard applies to {name of produce} of varieties (cultivars) grown from {*Latin botanical reference in italics followed where necessary by the author's name in normal type*} to be supplied fresh to the consumer, {name of produce} for industrial processing being excluded.

{Indicate explanatory notes highlighting the variability of varieties and/or commercial types }

{Indicate explanatory notes related to the methods of production including photo(s) should be included provided this information is relevant with respect to the scope of the standard.}

Illustrations:

Illustration No.	Name of illustration
Photo #	<i>e.g. name of species, variety or commercial type, as applicable"</i>
Photo #	<i>e.g. product from a special production method, as applicable</i>
Photo #	<i>e.g. name of product which is not under the scope of the standard, as applicable</i>
Photo #	<i>Etc.</i>

II. PROVISIONS CONCERNING QUALITY

The purpose of the standard is to define the quality requirements of *{name of produce}* at the export control stage after preparation and packaging.

However, if applied at stages following export, products may show in relation to the requirements of the standard:

- a slight lack of freshness and turgidity
- for products graded in classes other than the "Extra" Class, a slight deterioration due to their development and their tendency to perish.

The holder/seller of products may not display such products or offer them for sale, or deliver or market them in any manner other than in conformity with this standard. The holder/seller shall be responsible for observing such conformity.

A. Minimum requirements

In all classes, subject to the special provisions for each class and the tolerances allowed, the *{name of produce}* must be:

{List the minimum requirements in the same order as they appear in the standard; photo(s) for each one, if possible and necessary.}

- intact;

{Name of produce} must not have any damage or injury spoiling the integrity of the produce.

Illustrations:

{For showing illustrations, choose the table below. If the standard covers more products or product groups please use the sample table described in these Guidelines under 2.1.3 References to illustrations}

Illustration No.	Name of illustration
Photo #	<i>e.g. physiological defect (e.g. unhealed splits or cracks)</i>
Photo #	<i>e.g. mechanical damage during production or the packing process</i>
Photo #	<i>Etc.</i>

- sound; produce affected by rotting or deterioration such as to make it unfit for consumption is excluded

*{Name of produce} must be free from disease or serious deterioration which appreciably affects its appearance, edibility or keeping quality. In particular, *{name of produce}* affected by rotting, even if the signs are very slight but liable to make the produce unfit for consumption upon arrival at its destination, are to be excluded.*

{Name of produce} showing the following defects are therefore excluded:

Illustrations:

{For showing illustrations, choose the relevant table below If the standard covers more products or product groups please use the sample table described in these Guidelines under 2.1.3 References to illustrations}

Illustration No.	Name of illustration
Photo #	<i>e.g. name of disease</i>
Photo #	<i>e.g. name of deterioration</i>
Photo #	<i>Etc.</i>

– **clean, practically free of any visible foreign matter.**

{Name of produce} must be practically free of soil, dust, chemical residue or other foreign matter.

The presence of visible foreign matter can detract from commercial presentation and acceptance of {name of the produce}. Therefore, the acceptable limit for "practically free" would be – in all classes- very slight traces of dust. Any traces of dust, soiling or visible chemical residues would lead to the rejection of the produce.

Illustrations:

{For showing illustrations, choose the table below. If the standard covers more products or product groups please use the sample table described in these Guidelines under 2.1.3 References to illustrations}

Illustration No.	Name of illustration
Photo #	<i>e.g name of the contaminant</i>
Photo #	<i>Etc.</i>

– **practically free from pests.**

The presence of pests can detract from the commercial presentation and acceptance of the {name of produce}. Therefore, the acceptable limit for "practically free" would be- in all classes - occasional insect, mite or other pest in the package or sample; any colonies would lead to the rejection of the produce.

Illustrations:

{For showing illustrations, choose the table below. If the standard covers more products or product groups please use the sample table described in these Guidelines under 2.1.3 References to illustrations}

Illustration No.	Name of illustration
Photo #	<i>e.g name of the contaminant</i>
Photo #	<i>Etc.</i>

– **<free from damage caused by pests affecting the flesh >**

Pest damage affecting the flesh makes the produce unfit for consumption. Any pest damage affecting the skin only is assisted within the limits allowed for skin damage in the respective classes.

– **< practically free from damage caused by pests >.**

Pest damage affecting the flesh makes the produce unfit for consumption. Therefore, the acceptable limit for "practically free" would be – in all classes- very slight traces of damage caused by pests.

Illustrations:

{For showing illustrations, choose the table below. If the standard covers more products or product groups please use the sample table described in these Guidelines under 2.1.3 References to illustrations}

Illustration No.	Name of illustration
Photo #	<i>e.g name of damage caused by pests</i>
Photo #	<i>Etc.</i>

– **free of abnormal external moisture.**

This provision applies to excessive moisture, for example, free water lying inside the package but does not include condensation on produce following release from cool storage or refrigerated vehicle.

– **free of foreign smell and/or taste.**

This provision applies to {name of produce} stored or transported under poor conditions, which have consequently resulted in their absorbing abnormal smells and/or tastes, in particular through the proximity of other product which give off volatile odours.

The development and condition of the {name of produce} must be such as to enable them:

- **to withstand transportation and handling**
- **to arrive in satisfactory condition at the place of destination.**

B. Minimum maturity requirements

{provided the standard contains a section on minimum maturity requirements, the following explanatory notes are included where appropriate:}

Shape, size and surface colour according to the variety give information about the maturity level.

The intent of setting a minimum limit is to assure that fruits are harvested at a maturity stage which enables them to enter the distribution chain in good condition and to continue the ripening to achieve good eating quality.

Objective methods to determine firmness, refractometric index and sugar/acid ratio are described in the Guidelines on Objective Tests to Determine the Quality of Fruit and Vegetables and Dry and Dried Produce (<http://www.oecd.org/tad/fv>).

Illustrations:

{For showing illustrations, choose the table below. If the standard covers more products or product groups please use the sample table described in these Guidelines under 2.1.3 References to illustrations}

Illustration No.	Name of illustration
Photo #	e.g. overripe product
Photo #	Etc.

C. Classification

{Name of produce} are classified in two or three classes, as defined below:

(i) "Extra" Class

{Name of the produce} in this class must be of superior quality. They must be characteristic of the variety and/or commercial type.

They must be:

{List the explanatory notes in the same order as they appear in the standard. If possible, include photo(s) for each one.}

They must be free from defects with the exception of very slight superficial defects provided these do not affect the general appearance of the produce, the quality, keeping quality and presentation in the package.

ii) Class I

{Name of the produce} in this class must be of good quality. They must be characteristic of the variety and/or commercial type.

They must be:

{List here the explanatory notes in the same order as they appear in the standard; if possible include photo(s) for each one.}

The following slight defects, however, may be allowed provided these do not affect the general appearance of the produce, the quality, the keeping quality and presentation in the package:

- slight defect in shape
- slight defects in colouring
- slight skin defects, etc.

iii) **Class II**

This class includes *{name of produce}* which do not qualify for inclusion in the higher classes but satisfy the minimum requirements specified above.

{Name of produce} in this class must be of reasonable quality, and are suitable for human consumption.

They must be:

The following defects may be allowed provided the *{name of produce}* retain their essential characteristics as regards the quality, the keeping quality and presentation:

- defects in shape
- defects in colouring
- skin defects etc.

Illustrations:

{These photos illustrate the quality parameters which are relevant to the classes (Extra, Class I, Class II). For showing illustrations, choose the table below. If the standard covers more products or product groups please use the sample table described in these Guidelines under 2.1.3 References to illustrations}

Illustration No.	Name of illustration
Photo #	<i>e.g. name of damage caused by pests</i>
Photo #	<i>Etc.</i>

III. PROVISIONS CONCERNING SIZING

Size is determined by {diameter, length, weight, circumference, depending on the nature of produce}.

The minimum size shall be

Illustrations:

Illustration No.	Name of illustration
Photo #	<i>e.g. measuring the size</i>
Photo #	<i>e.g. Uniformity</i>
Photo #	<i>Etc.</i>

IV. PROVISIONS CONCERNING TOLERANCES

At all marketing stages, tolerances in respect of quality and size shall be allowed in each lot for produce not satisfying the requirements of the class indicated.

Tolerances are provided to allow for deviation in handling and for natural deterioration of fresh produce over time.

Conformity with tolerances should be determined using at least the Operating Rules for the Conformity Checks as set out in Annex II to the Council Decision Revising the OECD "Scheme" for the Application of International Standards for Fruit and Vegetables [C(2006)95]¹.

A. Quality tolerances

i) "Extra" Class

A total tolerance of 5 per cent, by number or weight, of {name of produce} not satisfying the requirements of the class but meeting those of Class I is allowed. Within this tolerance not more than 0.5 per cent in total may consist of produce satisfying the requirements of Class II quality.

{Possible tolerances for individual defects depending on the relevant standard should be included}.

ii) Class I

A total tolerance of 10 per cent, by number or weight, of {name of produce} not satisfying the requirements of the class but meeting those of Class II is allowed. Within this tolerance not more than 1 per cent in total may consist of produce satisfying neither the requirements of Class II quality nor the minimum requirements, or of produce affected by decay.

iii) Class II

A total tolerance of 10 per cent, by number or weight, of {name of produce} satisfying neither the requirements of the class nor the minimum requirements is allowed. Within this tolerance not more than 2 per cent in total may consist of produce affected by decay.

B. Size tolerances

For all classes: a total tolerance of 10 per cent, by number or weight, of {name of produce} not satisfying the requirements as regards sizing is allowed.

¹ www.oecd.org/dataoecd/33/0/19517729.PDF.

V. PROVISIONS CONCERNING PRESENTATION

A. Uniformity

The contents of each package (or lot for produce presented in bulk in the transport vehicle) must be uniform and contain only *{name of produce}* of the same origin, quality and size *{(if sized)}*.

The visible part of the contents of the package must be representative of the entire contents.

Presentation should not be misleading, i.e. concealing in the lower layers of the package produce inferior in quality and size to that displayed and marked.

{Photos related to the presentation of Classes "Extra", I and II should be included. The photos should make the differences visible between the classes and, if necessary, between different, possible types of packaging (single layers, in bulk in the package, in sales packages etc.)}

Illustrations:

Illustration No.	Name of illustration
Photo #	<i>e.g. Uniformity - Extra class</i>
Photo #	<i>e.g. Uniformity - Class I</i>
Photo #	<i>e.g. Uniformity - Class II.</i>
Photo #	<i>Etc.</i>

B. Packaging

{Name of produce} must be packed in such a way as to protect the produce properly.

Packages must be of a quality, strength and characteristic to protect the produce during transport and handling.

The materials used inside the package must be clean and of a quality such as to avoid causing any external or internal damage to the produce. The use of materials, particularly of paper or stamps bearing trade specifications, is allowed provided the printing or labelling has been done with non-toxic ink or glue.

Stickers individually affixed on the produce shall be such that, when removed, they neither leave visible traces of glue, nor lead to skin defects.

Packages must be free of all foreign matter.

A visible lack of cleanliness in several packages could result in the goods being rejected.

VI. PROVISIONS CONCERNING MARKING

Each package ² must bear the following particulars, in letters grouped on the same side, legibly and indelibly marked, and visible from the outside.

In the case of packed produce, all particulars must be grouped on the same side of the package, either on a label attached to or printed on the package, with water-insoluble ink.

In the case of reused packages, all previous labels must be carefully removed and/or previous indications deleted.

For {*name of produce*} transported in bulk (direct loading into a transport vehicle) these particulars must appear on a document accompanying the goods, and attached in a visible position inside the transport vehicle.

A. Identification

Packer and/or Dispatcher/shipper:

Name and physical address (e.g. street/city/region/postal code and, if different from the country of origin, the country) or a code mark officially recognized by the national authority.³

For inspection purposes, the packer is the person or firm responsible for the packaging of the produce (this does not mean the staff that actually carry out the work, who are responsible only to their employer). The code mark is not a trademark, but an official control system enabling the person or firm responsible for packaging to be readily identified. The dispatcher (shipper or exporter) may assume sole responsibility, in which case identification of the "packer" as defined above is optional.

B. Nature of produce

- {*Name of produce*} if the contents are not visible from the outside

The name of the produce may be replaced by a photo or a drawing of the produce.

- <Name of the variety.>
- <name of the variety (optional)>

² These marking provisions do not apply to sales packages presented in packages.

³ The national legislation of a number of countries requires the explicit declaration of the name and address. However, in the case where a code mark is used, the reference "packer and/or dispatcher (or equivalent abbreviations)" has to be indicated in close connection with the code mark, and the code mark should be preceded by the ISO 3166 (alpha) county/area code of the recognizing country, if not the country of origin.

- <The name of the variety can be replaced by a synonym. A trade name⁴ can only be given in addition to the variety or the synonym>
- <name of the variety. In the case of a mixture of {name of produce} of distinctly different varieties <species>, names of the different varieties <species>.>
- <“Mixture of {name of produce}”, or equivalent denomination, in the case of a mixture of distinctly different commercial types and/or colours of {name of produce}. If the produce is not visible from the outside, the commercial types and/or colours and the quantity of each in the package must be indicated.>
- {Add name of the commercial type, depending on the nature of the produce}.

C. Origin of produce

- Country of origin⁵ and, optionally, district where grown, or national, regional or local place name.
- <In the case of a mixture of distinctly different varieties <species> of {name of produce} of different origins, the indication of each country of origin shall appear next to the name of the variety <species> concerned.>
- •<In the case of a mixture of distinctly different commercial types and/or colours of {name of produce} of different origins, the indication of each country of origin shall appear next to the name of the commercial type and/or colour concerned.>

Marking must include the country of origin, i.e. the country in which the {name of the produce} were grown (e.g. ...).

Optionally, district of origin in national, regional or local terms may also be shown.

D. Commercial specifications

- Class.

Stating the class is compulsory.

- Size <(if sized)>
- {Add other possible particulars, depending on the nature of the produce}.

⁴ A trade name can be a trade mark for which protection has been sought or obtained or any other commercial denomination.

⁵ The full or a commonly used name should be indicated.

E. Official control mark (optional)

Illustrations:

Illustration No.	Name of illustration
Photo #	<i>e.g. Example of marking on a label</i>
Photo #	<i>e.g. Example of marking printed on the package</i>
Photo #	<i>Etc.</i>

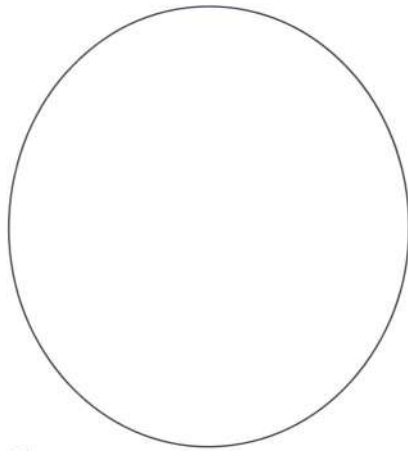
Illustrations

Illustration example 1: Definition of Produce

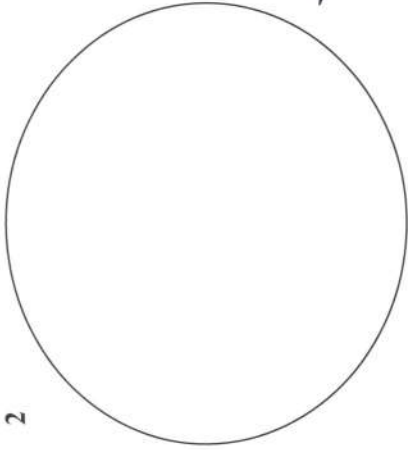
Definition of Produce

"Name of the variety / Commercial type"

1

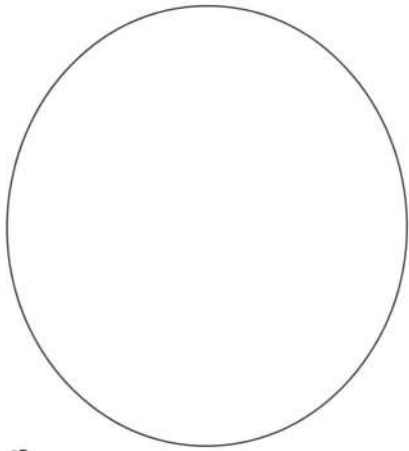


2



{Explanatory notes: This illustration will show only one variety or commercial type in one or several (side, cut, top, bottom) aspects or a range of varieties if this is needed to better show the diversity of the produce.}

3



4

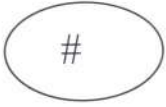
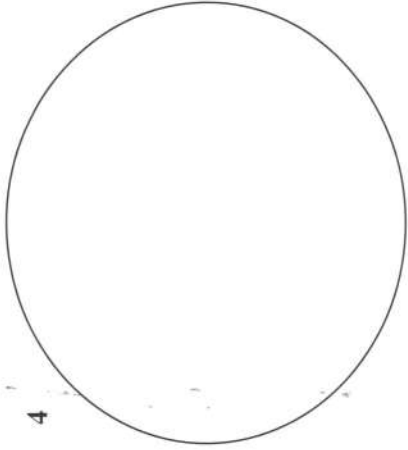
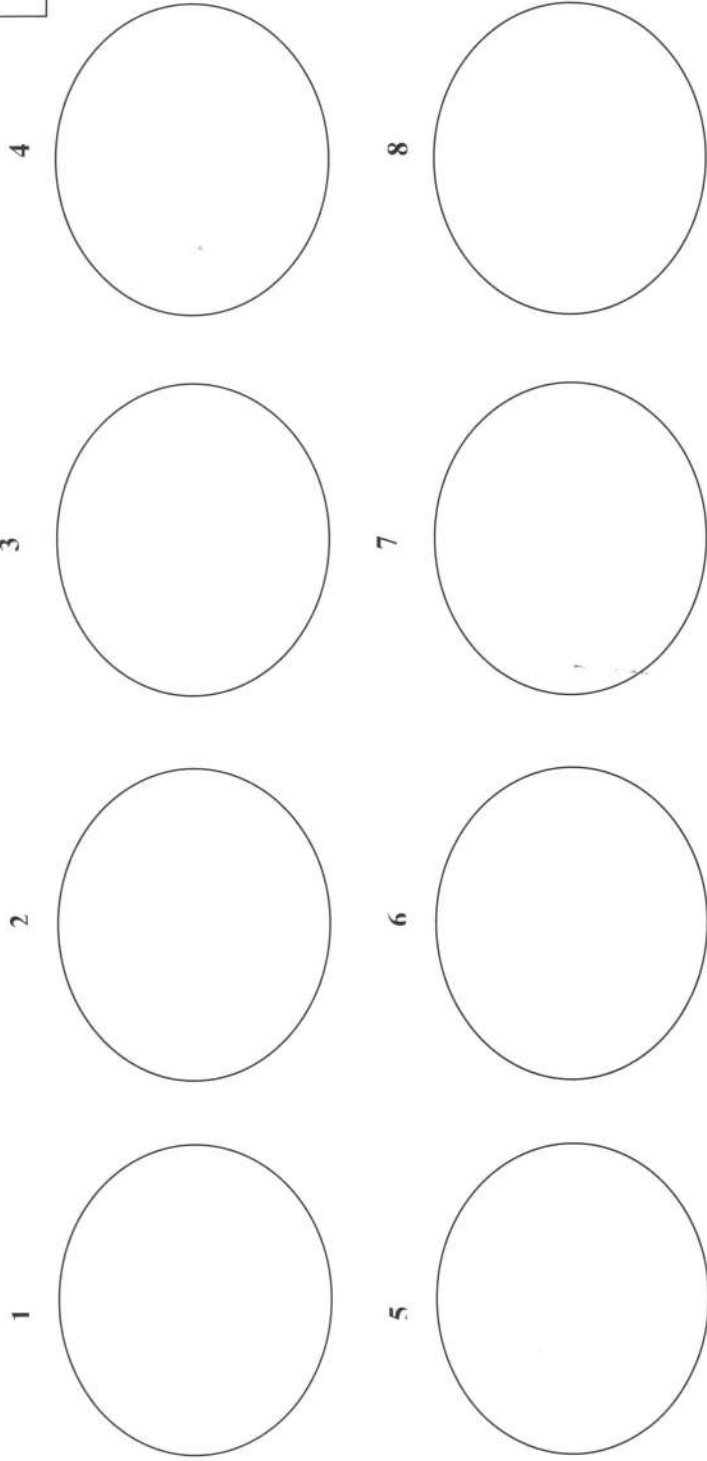


Illustration example 2: Minimum requirements

"Name of the defect (e.g. mechanical damage – not allowed")

Minimum requirements – "relevant requirement (e.g. intact)"



{Explanatory note: By definition, all degrees of these defects will not be allowed; therefore, they should not be classified.
As a minimum, the illustration should show the slightest degree of the defect on one photo (the first), in order to clearly indicate that none of these types of defects are acceptable. Additional photos may be added, in order to better illustrate the defect (e.g. the evolution of the defect), where it is appropriate.}

#

Name of the quality parameter	Extra Class	Class I	Class II	Not allowed	Notes
n.a.				1-8	[Explanatory notes e.g.: This defect may only be allowed within the quality tolerances of the classes]

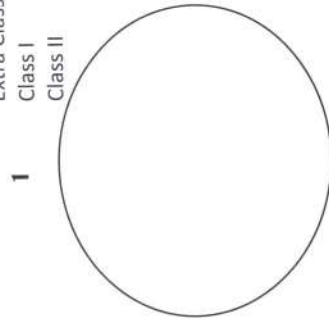
Illustration example 3: Minimum requirements (with practically free)

Minimum requirements –
"relevant part of the standards
text"

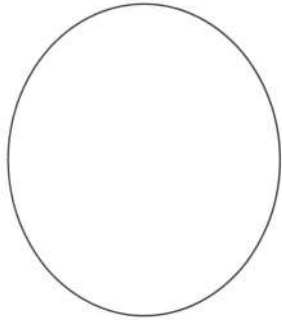
"Name of the defect (e.g. single scales)"

Practically free -
Limit allowed
Extra Class
Class I
Class II

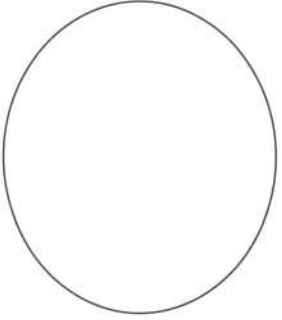
1



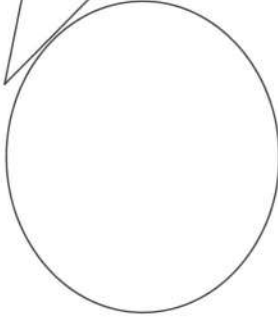
2



3



4



{Explanatory note: In case of several minimum requirements (i.e. practically free from pest, or clean) some degrees of the defects can be tolerated. In this case, the illustration should show the limit (practically free) which is accepted in all classes. }

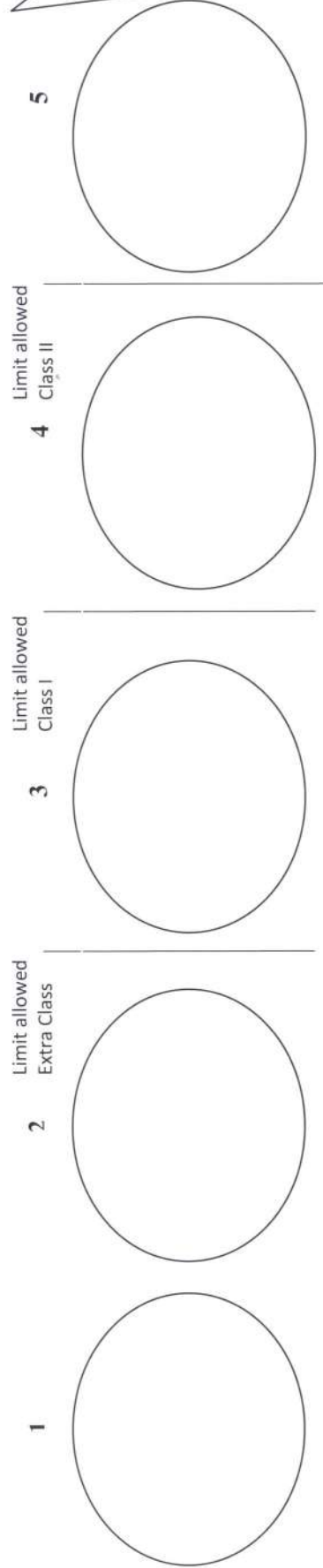
Name of the quality parameter		Extra Class	Class I	Class II	Not allowed	Notes
		{Insert Photo # s which are in these category}	I		2-4	Explanatory notes related to the quality parameter
						#

Illustration example 4: Classified quality parameters I.

"Name of the quality parameter/defect (e.g. skin defect)"

Classification

{Note: The illustrations of classified quality parameters present the defect on a range of photos with an increasing tendency from the first photo to the last one. As a minimum, the illustrations have to show the "limit allowed" level for each quality class (photos 2-4). In addition, it may be useful to show one photo representing a typical produce without defect (photo1) and another photo showing the "not allowed" of the defect (photo 5)}



Name of the quality parameter	Extra Class {Insert the Photo #s which are in this category}. 1-2	Class I	Class II	Not allowed	Notes
	3	4	5	Explanatory notes related to the quality parameter	

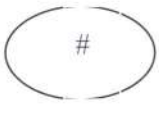
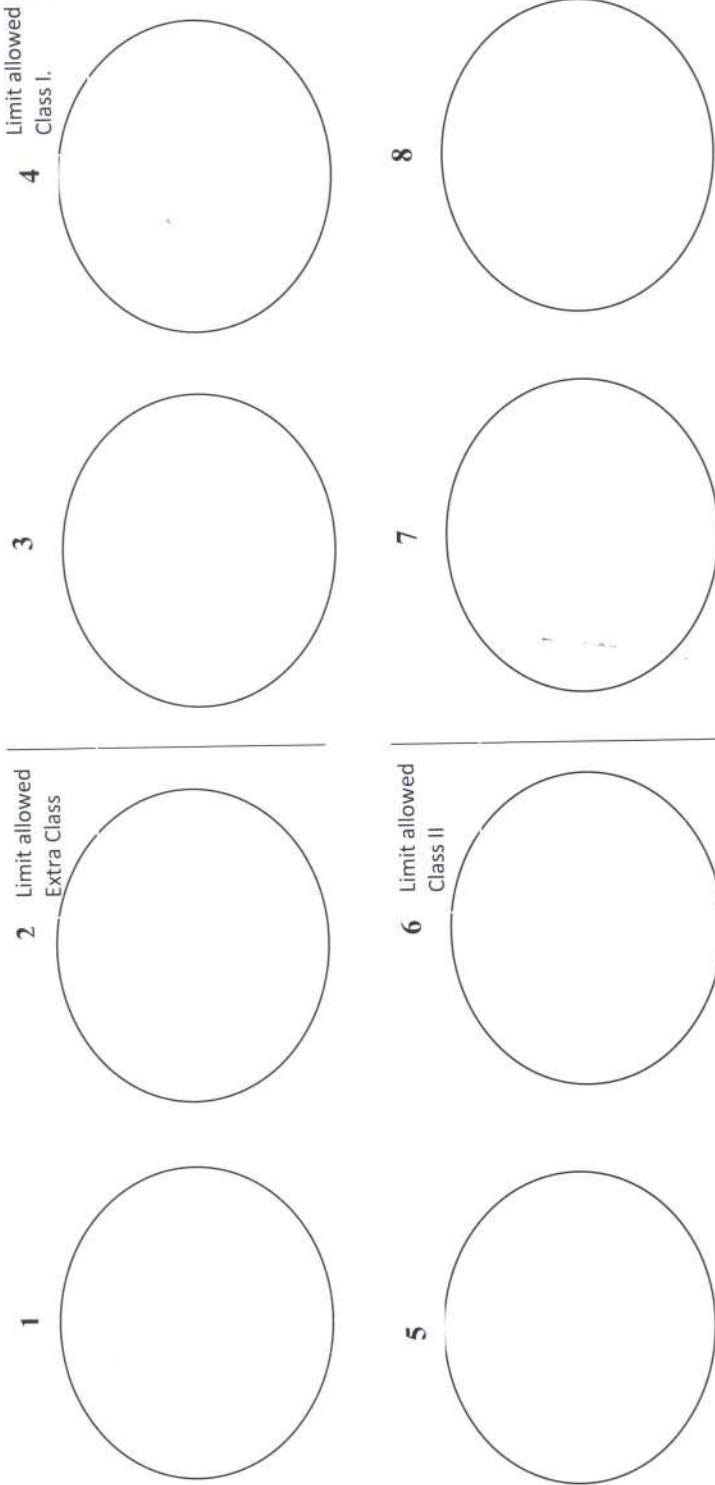


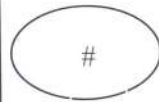
Illustration example 5: Classified quality parameters II.

"Name of the quality parameter/defect (e.g. defect in shape)"



Classification

{Notes: The illustrations of classified quality parameters present the defect on a range of photos with an increasing tendency from the first photo to the last one. When a quality class is illustrated with more than one photo, it is compulsory to show the "limit allowed" of the defect on one of the photos of the class.
The OECD classification of the parameter indicates the "limit allowed" borderline for each class. It is marked with a vertical bar and the name of the class.
The Explanatory Table also defines the classification and contains all explanatory notes which can help to better understand the quality parameter and facilitate the quality inspection. }



Name of the quality parameter	Extra Class {insert the Photo #s which are in this category}. 1,2	Class I e.g 3,4	Class II e.g 5.6	Not allowed e.g 7,8	Notes Explanatory notes related to the quality parameter
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Illustration example 6

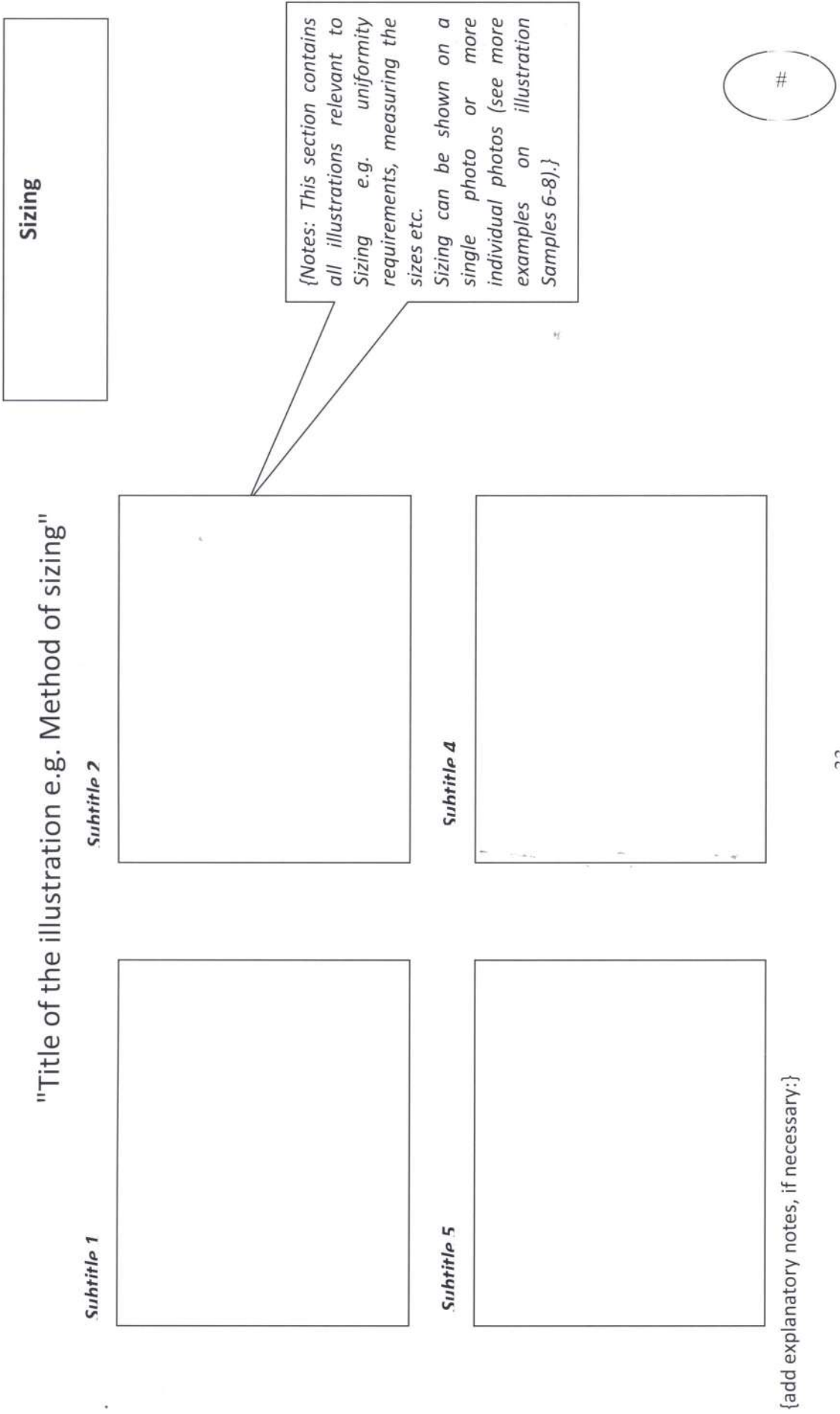
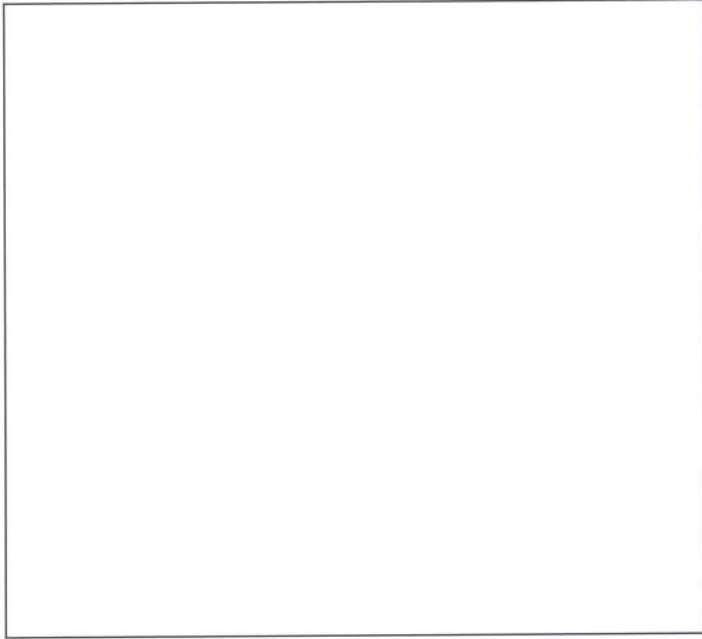


Illustration example 7

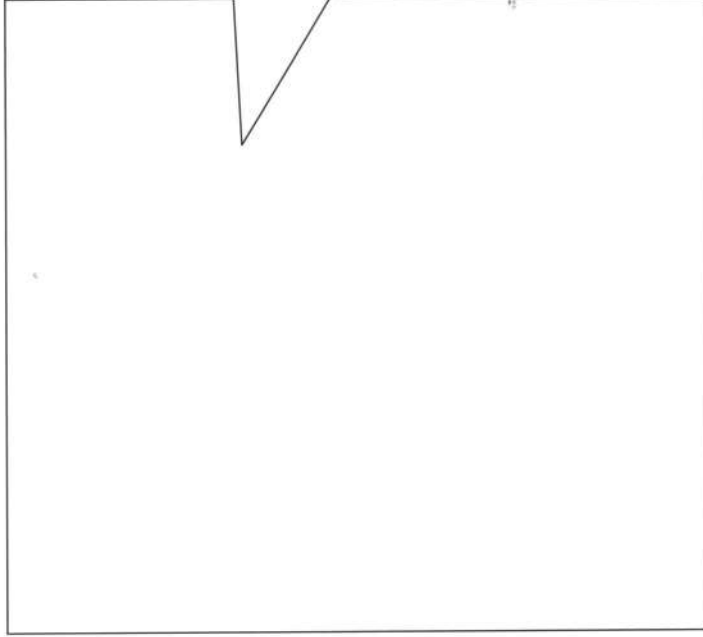
"Title of the illustration (e.g. Uniformity or Packaging)"

Presentation

Subtitle 1



Subtitle 2



{Notes: This section contains all illustrations relevant to presentation of Extra Class, Class I. and Class II. The typical package types can also be included. Presentation can be shown on a single photo or more individual photos (see more examples on Illustration Samples 6-8).

{add explanatory notes, if necessary:}

#

Illustration example 8

"Title of the illustration: e.g. marking printed on the package"

Marking



{Notes. This section contains all illustrations relevant to Marking. However, two types of illustrations: marking on the package and pre-printed labels should be presented in this section as a minimum.

There should only be 1 label on the page, in order to allow to add any explanatory

{ add explanatory notes here, if necessary}

#

Illustrations Index by Defect

{This section facilitates the search of the illustrations in the brochure. It contains all quality parameters in alphabetic order together with their illustration number.}

INDEX

Quality parameter	Product group/variety/commercial types {optional}	Illustration Number
<i>e.g.:</i>		
Aging fruit.....	<i>e.g. name of the Commercial type.....</i>	23
Colour, external		
	<i>e.g. name of the Commercial type 1.....</i>	34
	<i>e.g. name of the Commercial type 2.....</i>	35
	<i>e.g. name of the Commercial type n.....</i>	36
Defect in shape.....	<i>e.g. Variety name.....</i>	13
Definition of produce		
	<i>e.g. name of the Commercial type 1.....</i>	1
	<i>e.g. name of the Commercial type 2.....</i>	2
	<i>e.g. name of the Commercial type n.....</i>	3

Illustration Index according to the Standard Layout

{The Grading Table(s) facilitates the use of the explanatory brochure. It summarizes all necessary information on each quality parameter; the OECD classification, the explanatory notes and the place of the illustration in the brochure.}

Illustrations-Grades

Name of the products

		Illustration No.	Extra Class	Class I	Class II	Not allowed	Notes
Definition of Produce							
Minimum requirements							
Classification							
Sizing							
Presentation							
Marking							

The OECD Explanatory Brochures are important reference materials in the OECD and other international, regional and national fruit and vegetables quality inspection systems. The Brochures facilitate the harmonised application of international standards as well as the implementation of quality inspection. The Brochures also provide valuable information for producers, traders, professional bodies involved in the international trade of fruit and vegetables.

These Guidelines facilitate the development of OECD Explanatory Brochures. They outline a procedure for developing a brochure as well as determine the content and other technical parameters, in order to ensure a transparent and efficient workflow. These Guidelines are useful especially for Rapporteurs, who provide technical assistance to the Scheme in the development of explanatory brochures.

The Brochure Layout provides a general framework for all OECD Explanatory Brochures. It ensures a uniform structure, which facilitates the application for all users. However, the Layout is sufficiently flexible so as to cover the specifications of the wide range of fruit and vegetables products, standards and the needs of Member countries.