

## **ISSUE REVIEW CHECKLIST – FOR COMMITTEE SUBMITTED ISSUES**

FOR THE 2012 CFP BIENNIAL MEETING

**NOTE: A SEPARATE AND LESS EXTENSIVE CHECKLIST EXISTS FOR INDEPENDENT (NON-COMMITTEE) ISSUES**

### **TIMELINE**

#### **NOVEMBER 2011**

- Issue submission template and instructions available online by end of month

#### **FRIDAY, DECEMBER 5, 2011**

- Deadline** for CFP committee chairs to submit final committee reports along with ALL prospective Issues and accompanying documents to their Council Chair for **preliminary review and approval**
  - **ALL CFP committee generated documents** MUST go through a formal **review** process PRIOR to online submittal; documents needing review include committee reports, Issues, and all attachments (see process and “Review Checklist” below)
  - Once approved by Council Chairs, all Issues and attachments MUST then be submitted via the online process prior to the posted deadline
  - **STANDING COMMITTEES:**
    - All Standing Committee reports and prospective Issues and accompanying documents are to be submitted to the Executive Director for review and approval.
    - For Standing Committee reports and Issues, the Executive Director will fulfill the same review functions as the Council Chair

#### **FRIDAY, JANUARY 6, 2012**

- Deadline for online Issue submittal** is 9:00 PM EST – this deadline applies to ALL Issues including CFP committee submitted Issues and independently submitted Issues
  - Once submitted online, the Issue Committee will conduct a final review and work with submitters and Council Chairs to clarify any questions or concerns
- Submittal of Issues in advance of the deadline is highly encouraged
- The only Issues that can be submitted AFTER the deadline must meet the “*Late Issue Submittal Policy*” [http://www.foodprotect.org/media/policy/Policy\\_CFP\\_Late\\_Issue\\_Submission.pdf](http://www.foodprotect.org/media/policy/Policy_CFP_Late_Issue_Submission.pdf)

#### **SUNDAY, MARCH 4, 2012**

- Online Issue packets available

### **PRELIMINARY REVIEW – PRIOR TO ONLINE SUBMITTAL**

#### **PRELIMINARY REVIEW PROCESS**

- Preliminary Review:
  - All CFP committee generated documents are subject to a formal “offline” preliminary review process – Issues are NOT to be submitted online until the preliminary review has been conducted and approval granted by the respective Council Chair
  - During the preliminary review process, Council Chairs, Council Vice Chairs, and the Issue Chair(s) will serve as reviewers of CFP committee submitted documents
    - Council Chairs will forward documents submitted by the committee chairs to their respective Vice Chair and to the Issue Chair(s)
    - Council Chairs will serve as the primary contact with their respective committee chairs
    - Issue Chair(s) and Council Vice Chairs will forward any comments, questions, or concerns to the Council Chairs

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- All reviewers will follow the “Review Checklist” (see below)
- When editing documents, “tracked changes” should be used whenever possible; once document review is complete, all track changes must be accepted or removed before submitting online
- Council Chairs will notify via email the Issue Chair(s) when the preliminary review process for each committee is complete and approval has been given for online submittal of Issues and accompanying documents; a copy of the final approved committee documents will be forwarded via email to the Issue Chair(s)
  - Committee Issues are NOT to be submitted via the online submittal process until the preliminary review has been completed
    - Final review by the Issue Committee will NOT begin until approval is received from the Council Chair
  - Preliminary review process MUST be completed far enough in advance to allow committee chairs to meet the online Issue submittal deadline
  - Any changes made to a committee report, document, or Issue after the preliminary review process MUST be approved by the respective Council Chair

### **REVIEW CHECKLIST**

#### **A. SCOPE OF ISSUE**

*PLEASE NOTE: reviewing the “scope of issue” is the MOST critical aspect of the preliminary review. Limiting the scope AND clearly defining the intent of each Issue will facilitate a logical and sequential deliberation within Council. To facilitate the process, it is recommended to divide issues containing multiple actions or directives; single Issues containing multiple actions or directives are cumbersome to deliberate and may lead to confusing or contradictory recommended solutions. Once the online Issue submittal deadline has passed, the automated process does NOT allow the submittal of additional Issues; therefore, committee reports can NOT be divided into multiple Issues after the deadline has passed.*

- The majority of CFP committees will submit more than one Issue...
  - **First Committee Issue** – essentially a presentation of the committee report. The “Recommended Solution” of the first committee Issue contains **four (4) elements**:
    1. Statement to “acknowledge attached committee report” (*reports are NOT “accepted” or “approved” as this implies the entire content of the report has been debated and agreed upon by Council*)
      - ✓ Reports are to follow the approved Committee FINAL report format and include the following information: (*see Committee FINAL Report template*)
        - ▲ full list of committee charges from the previous Biennial Meeting (or as subsequently assigned by the Executive Board)
        - ▲ details of committee activities and recommendations
        - ▲ specific outcome(s) and disposition(s) for each assigned charge
        - ▲ specific direction regarding the future of the committee
        - ▲ new or continuation charges to be addressed during the upcoming biennium
        - ▲ list of all committee submitted Issues and attachments
        - ▲ list of committee members
    2. List of attachments (titles) for ALL committee generated “content documents” (*see description below regarding “content documents” vs. “supporting attachments”*)

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### 3. Specific direction regarding the future of the committee, such as:

- ✓ Committee to be disbanded:
  - ▲ all charges previously assigned to committee have been completed
  - ▲ disbanded committees may NOT have continuation or new charges
- ✓ Committee to be re-created, along with specifics regarding:
  - ▲ continuation charges (i.e., incomplete or ongoing charges from the previous Biennial Meeting)
  - ▲ requirement to “report back to the next Biennial Meeting”

*NOTE: newly created charges (not carried over from the previous Biennial Meeting) that the committee would like to address during the next biennium are best included in a subsequent stand-alone Issue, especially if it is anticipated that requesting the new charge(s) will result in debate within Council*

*NOTE: if a decision to re-create a committee with continuation charges is dependent on the outcome of a subsequent Issue, the continuation charges and the report back requirement should be included in a subsequent stand-alone Issue and not included within the first committee Issue*

*NOTE: standing committee final reports are required to be submitted as an Issue ONLY when council action is required (e.g., to approve or modify a CFP governing document or policy). By the designated deadline, all Standing Committees are required to submit their final committee report, prospective Issue(s), and any accompanying documents to the Executive Director for review and approval.*

*NOTE: except for standing committees that report directly to the Executive Board, all CFP committees must be either disbanded or re-created each biennium*

### 4. Thank you statement to committee members

- **Subsequent Committee Issue(s)** – the actual number or subsequent committee Issues will depend on the work completed by a committee. Committee generated documents, or specific elements of a committee report that need to be formally debated and approved, are to be submitted as subsequent stand-alone Issues; examples include:
  - Policy or guidance documents created by the committee
    - ✓ It is recommended that a separate Issue is submitted for each independent document
    - EXCEPTION: large documents divided to meet attachment size restrictions should be presented within a single Issue*
  - Committee recommendations regarding controversial or substantial changes to policy or practice
    - EXCEPTION: non-substantive changes can be presented together as a single Issue (e.g., grammatical or editorial changes to existing approved documents)*
  - New charges assigned to a re-created committee
    - NOTE: the actual number of subsequent Issues submitted by a committee should be determined on a case-by-case basis depending on the complexity of the information to be presented; the Issue Chair(s) and Council Chairs can assist committee chairs in determining the best approach in submitting committee Issues.*

## B. CONTENT REVIEW – ISSUE and ATTACHMENTS

*The goals of content review are to increase readability and understanding, and to minimize confusion during Council deliberation.*

- General review includes...
  - Verification that all sections of the Issue submission form are complete
  - Spelling and grammar

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- Content and clarity
- Document titles are in quotes or italics
- Narrative is gender non-specific
- Correct capitalization (e.g., committee names, Issue titles)
- Multiple page documents contain page numbers (“page \_\_ of \_\_” is the preferred format)
- Correct use of organizational terminology and titles (e.g., “Conference,” “Biennial Meeting,” “Food Code” or “FDA Food Code”)
- Correct use of strikethrough/underline format for changes to existing CFP documents, FDA Food Code, or other regulatory documents (i.e., underlining of “new or proposed” language with “~~strikethrough~~” for language to be deleted)
- Adherence to “CFP Commercialism Policy” (i.e., Issues may NOT be commercial in nature) [http://www.foodprotect.org/media/policy/Policy\\_CFP\\_Commercialism.pdf](http://www.foodprotect.org/media/policy/Policy_CFP_Commercialism.pdf)
- Issue Title...
  - Limited to 75 characters
  - Title uniquely describes purpose of Issue  
*NOTE: Issue titles may be modified by the Issue Chair for clarification in the event of duplicate submittals*
  - Use of standardized “prefix” for CFP committee submitted Issue titles:
    - Report – \_\_\_\_\_ (insert committee name)
    - Re-Create – \_\_\_\_\_ (insert committee name)
    - Report and Re-Create – \_\_\_\_\_ (insert committee name)  
*NOTE: this dual format is rarely used; see Issue Chair(s) for guidance*
- Issue Description...
  - Briefly describes the problem or concern to the retail food industry
- Public Health Significance...
  - Describes impact this Issue will have on the industry
  - Clearly stated and easily understood
- Recommended Solution...

*NOTE: the “recommended solution” is the ONLY portion of the Issue that will appear in the Conference Proceedings; therefore, it needs to be as complete and as clearly written as possible.*

  - Rationale of recommended solution must be sufficiently detailed to cover all aspects of the submission
  - All recommendations made by a CFP committee must be extracted from the committee report and captured within the recommended solution section of the Issue submittal form
  - Lists the exact titles of any subsequent committee Issue(s) and attachments (*recommend using a “cut-and-paste” of the title directly from the committee report*)
  - When edits or modifications are proposed for an existing document (e.g., CFP governing document, FDA Food Code, other regulatory document), relevant sections are to be “cut-and-pasted” into the recommended solution using strikethrough/ underline format

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- Acronyms must be spelled out when the term is first used  
*EXCEPTIONS: FDA, USDA, CDC, EPA, CFP*
- Any new or continuation charges assigned to a committee must be included within the recommended solution along with a requirement to “report back to the next Biennial Meeting”
- Direction(s) MUST be given to CFP regarding final disposition of the Issue, such as:
  - “a letter be sent to the FDA requesting...”
  - “modified language be incorporated into...”
  - “final guidelines to be posted on the CFP web site”
  - “a committee be created to study...”
- Attachments...
  - There are two (2) different kinds of attachments:
    1. **“Content Documents”** – this is the body of work created by a committee that MUST be reviewed and approved via the Council deliberation process (e.g., guidelines, policy documents, suggested revisions to existing documents and regulatory codes)
      - ✓ Content documents should be “attached” only once to the first committee Issue along with the committee report
        - ▲ In subsequent committee Issues, the attachment should be referenced by the exact name of the attachment and the name of the Issue where the attachment can be found (for example: “See *Report – ABC Committee*, Attachment #1, titled: XYZ”)
    2. **“Supporting Attachment”** – this is information presented ONLY to assist in understanding the specific Issue (e.g., abstracts, articles, studies, reference material)
      - ✓ Large documents posted online (e.g., Food Code) are to be referenced only by the web address along with a notation of the specific page and/or section numbers; large publicly available documents are NOT to be attached in their entirety
  - Attachment format:
    - All attachments MUST be in a format compatible with MS Word (.doc), as a PDF (portable document format)... or as a web address for existing documents
      - ✓ Content Attachments submitted as a PDF must be made available by the submitter in advance to the Council Scribe in a format compatible with MS Word (.doc) to facilitate editing during Council deliberations
    - Attachments should use a header or footer that includes both the document title and page numbers (“page \_\_ of \_\_” is the preferred format)
    - Name of each attachment must be specific AND consistently referenced throughout all material submitted by the committee
    - Attachments over 2 megabytes (2 MB) must be divided into multiple smaller documents in a logical sequence
    - All Macros are to be removed from attached documents
  - Council Chairs will work with committee chairs and the Issue Chair(s) to determine the best format and method of attaching documents to their Issues

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- Submitter name...
  - CFP committee chair(s) is to be listed as the “submitter” (e.g., Jane Doe, Chair)
  - CFP committee name is to be listed as the “organization” (e.g., ABC Committee)

### **FINAL REVIEW – AFTER ONLINE SUBMITTAL**

#### **FINAL REVIEW PROCESS**

- All CFP committee Issues MUST be approved by the respective Council Chair through the preliminary review process PRIOR to online submittal (see above)
- Once submitted online, the final review process for that Issue begins:
  - During the final review, the Issue Committee will serve as the primary contact with all Issue submitters via the online review process
  - CFP committee submitted Issues will be forwarded by the Issue Committee to Council Chairs for final review and approval via the online review process
- Revisions to an Issue after the submittal deadline will be limited to those requested by the Issue reviewers
  - Via the online Issue Management web site, the Issue submitter will receive edits and comments from the reviewers; the submitter can either:
    - “accept” the Issue (indicating it is ready for finalization)
    - submit another round of revisions (this part of the review process can go back-and-forth as many times as necessary until an Issue is ready to be finalized), or
    - “withdraw” the issue
- Once accepted and finalized, an Issue can no longer be edited until it is deliberated in Council.

#### **FINAL REVIEW CHECKLIST**

- Verify Council Chair approval of CFP committee submitted Issues
  - Any changes made to a committee report after the preliminary review process MUST be approved by the respective Council Chair
- Ensure that the final Issue meets CFP’s Issue Acceptance “*Terms and Conditions*” as posted on the CFP web site
- Review all Issues and attachments using “Review Checklist” (noted above)
- Verify documents referenced in an Issue or in a committee report:
  - All attachments listed or referenced are actually “attached” to the appropriate Issue
  - All relevant attachment pages are included
  - All attached documents readily print and are in a readable format
  - All web address links are correct
- Issue Committee will conduct a final edit to standardize content of all Issues, for example:
  - Re-name multiple Issues with similar titles

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- Ensure submitter's name and information follows a standardized format  
*NOTE: the submitter's employer contact information is to be entered in the "submitter information" section at the bottom of the submittal form; it is NOT entered under "submitter name" at the top of the form*
- Remove redundant or auto-generated wording from final Issue, for example:
  - Recommended Solution... deletion of the words "The Conference Recommends..." from the final submittal as this wording will be auto-generated in the final Issue packet
- Submitter will be notified via email when Issue has been accepted and finalized