COMMITTEE NAME: Issue Committee
COUNCIL: Standing Committee – Council II
DATE OF REPORT: December 28, 2011
SUBMITTED BY: Aggie Hale and Vicki Everly, Issue Co-Chairs

COMMITTEE CHARGE(s):

Constitutional Charge
Article XV   Duties of the Committees
Section 1.   The Issue Committee shall review all Issues submitted at least ninety (90) days before the Conference meeting. The Issue Committee shall assign for Council deliberation those Issues that have met the Issue acceptance criteria specified in the Conference Procedures Manual. Issue assignments shall be made in accordance with Article XIII, Section 1, Subsection 1; Section 2, Subsection 1; and Section 3, Subsection 1.

Charges Established by Issue
Issue 2010 II-30   "Expand Archive and Posting Capabilities of CFP Approved Documents"
The Conference recommends expanding capabilities for archiving and posting documents on the Conference web site, and charging the Issue Committee with the development of a process and procedure to ensure posting of all:
1. Documents and attachments modified or edited after the Issue packets are made available with reference to the original Issue number and attachment titles;
2. Documents and attachments modified during and after Council deliberations at the Biennial Meetings; and
3. Final version of conference approved guides, documents, and presentations in both PDF and the original editable format.

Charges Established by Executive Board
1. Clarify concerns regarding "final" committee reports, Issues, and attachments, including;
   a) Requirements for content and format.
   b) Instructions regarding the process for review and online submittal.
   c) Clarification of roles of Council Chair and Issue Chair in final approval.
   d) Clarification of when Standing Committee final reports need to be submitted as an Issue.
2. Revise, modify, or clarify Issue submittal criteria and review tools, including:
   a) Issue "rejection" process and procedure, including roles and responsibilities for committee-submitted documents and "independent" submittals.
   b) *CFP Commercialism Policy* as it relates to Issue "attachments" (e.g., peer reviewed articles, industry sponsored studies, letters of recommendation, presentations).
   c) Appropriate location of Issue "endorsements" (i.e., by an organization, agency, or individual) within the Issue submittal documentation.
   d) Final Issue submittal deadline (current deadline of 11:59 PM EST requires East Coast Council Chairs to be on "stand-by" until midnight).
3. Clarify concerns regarding "content attachments" (i.e., attachments reviewed and approved by council) that become Conference developed guides and documents, including:
   a) The review and approval process prior to Issue submission.
   b) Development of a "masthead, flag, nameplate, or style guide" to readily identify approved and posted documents as belonging to the Conference.
   c) Archive and posting of documents revised <u>after</u> Issue submittal (currently, the only version routinely archived is the original document attached to the submitted Issue even when the document is revised in council). (see "charges established by Issue" above)
4. Review and update CFP governing documents and position descriptions regarding the Issue process and responsibilities, including:
   a) Procedures and responsibilities for each biennium.
   b) Tools to facilitate tracking of charges to aid in review of committee reports and attachments.

COMMITTEE ACTIVITIES AND RECOMMENDATIONS (with completion date noted):

1. *May 2010* – Developed a tool to facilitate tracking of committee charges between biennial meetings (see attached documents for each Council titled "*2010 Final Issue Recommendations with Actions*"); documents provided to Executive Director and Conference Chair in May 2010 and to the Executive Board in August 2010.

2. *July 2010* – In conjunction with the Executive Director, established Issue related deadline dates for the 2012 Biennial Meeting:
   o November 2011 – Issue Pre-Submission Form available online
   o Friday, December 5, 2011 – deadline for Committee Reports and prospective Issues to be submitted to Council Chairs for review
   o Friday, January 6, 2012 – Issue submission deadline (constitutionally mandated not less than 90 days before Biennial Meeting)
   o February 17, 2012 – Issue Committee deadline to finalize Council assignments
   o March 4, 2012 – Issue Packets made available by Director (constitutionally mandated at 40 days before Biennial Meeting)

3. *August 2011* – Received approval from Executive Board for a change in the final Issue submittal deadline time to 9:00 PM EST (previously set at 11:59 PM EST).

4. *August 2011* – Received approval from Executive Board for a modified review checklist to assist Council Chairs and the Issue Committee in the review of final committee reports and draft Issues (see attached document titled *"Committee Submitted Issues – Review Process and Checklist"*).
   o This comprehensive document was subsequently shortened into a separate checklist for independent (non-committee) submitted Issues by removing details specific to CFP committees; both checklists are available on the CFP web site as PDFs to assist Issue submitters.

5. *August 2011* – Executive Board approved language to clarify the appropriate location within an Issue for inclusion of "endorsements" (i.e., by an organization, agency, or individual). The following approved language was placed on the Issue submission web site for the 2012 Biennial Meeting:
   o *Endorsements of an Issue by an organization, agency, or individual are to be placed in the Issue Submission Form section titled "Issue you would like the Conference to Consider" or "Public Health Significance"; endorsements are not to be placed within the "Recommended Solution." Endorsement letters or copies of email communication may be submitted with an Issue as a supporting attachment.*

6. *August 2011* – Drafted modified language for Conference Procedures, Section IV, Conference Issues; language reviewed and approved by the Conference Executive Board at their August 2010 meeting and is presented at the 2012 Biennial Meeting as an Issue titled *"Procedures for Conference Issues – New Wording"* (all new wording underlined; there is no deleted language).

   a) Clarification of the requirement for the submittal of **Standing Committee** final reports and Issues.
   Conference Procedures, Section IV, Conference Issues:
   A. Issue Submission
       1. The Executive Board shall approve an Issue Submission Form.
       2. Within the time specified in the Constitution and Bylaws, the Issue Submission Form shall be made available to Conference members and to other interested parties by 150 days prior to the Biennial Meeting.
       3. Issue submissions shall be made electronically through the internet. Issues may be submitted to the Executive Board only in the event of a late-breaking food safety Issue. Current instructions for submission and the form are available through the internet on the Conference web site or from the Executive Director.
           a. For the purpose of this Section a late-breaking food safety Issue is defined as an Issue that specifically relates to an event, practice or circumstance creating a situation requiring the immediate attention of the Conference that has occurred between the deadline of the Conference Issue submission deadline and the Biennial meeting.
       4. The deadline for Issues and their attachments is the date specified in the Constitution and Bylaws.
           a. <u>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.</u>

   b) Clarification of **Issue Acceptance Criteria** and the **Issue Rejection Process**:
   Conference Procedures, Section IV, Conference Issues:
   B. Issue Acceptance Criteria
       1. In order for the Issue to be accepted by the Conference and considered for Council deliberation, all sections of the form must be completed. The Issue must be described completely, with its impact on retail distribution identified. The food protection or public health aspect of the Issue must be clearly stated to be easily understood. A suggested solution or rationale for the Issue must be sufficiently detailed to cover all aspects of the submission.
           a. <u>Prior to finalization, all Issues are to be in a "finished form" (e.g., no annotations or unaccepted edits, all attachments present and complete). Issues that are not in this format may be rejected if the submitter</u>

fails to make requested revisions. Documents containing "track changes" or comments from reviewers cannot be accepted because they are, by definition, unfinished and incomplete; the Council will not know what wording to act upon.

    b. _Issues will NOT be rejected based on content; the only reason for rejection will be non-compliance with the requirements for Issue acceptance._

2. _When the recommended solution is to change the wording of a document, such as the Food Code or a Conference document, the portion of the document to be changed must be accurately identified, the change that is requested must be specified (e.g., actual language for replacement, addition, change or deletion), and the recommended language provided._

3. _A late-breaking food safety Issue submitted after the deadline may be considered for assignment to a Council if it has first been presented to the Conference Executive Board for review and acceptance. The Conference Executive Board shall inform the Issue Committee Chair of its decision to accept or reject any Issue submitted after the Issue deadline._

  E. _Issue Rejection Process_

1. _All Issues must be received in final form by the deadline date. If an Issue received prior to the deadline date does not meet the criteria set forth in IV. B., the Issue Chair will make a reasonable attempt to contact the submitter with a brief explanation of the problem. Failure of the submitter to correct and/or resubmit the Issue prior to the deadline date will result in rejection of the Issue._

    a. _Issue Chair will notify submitter in writing that Issue cannot be accepted as currently written and will be rejected if not submitted in a finished form._

      1) _Notification to include: specific required changes, deadline date, reference to Issue acceptance Criteria, and a recommendation that Issue can be rewritten and referred to a committee if unable to finalize language._

      2) _If Issue was submitted by a CFP committee, the respective Council Chair will also be notified; the Executive Director will be notified regarding Issues submitted by standing committees._

      3) _If submitter is non-responsive, he/she will be notified a second time by the Issue Chair that Issue will be rejected if not submitted in a finished form._

    b. _If no response is forthcoming from the submitter after the second notification, the Issue Chair will notify the Executive Director that the Issue is pending rejection._

      1) _The Executive Director will evaluate the Issue Chair recommendation for rejection and agree or disagree based on the criteria spelled out in the Conference Procedures for Issue Acceptance; the Executive Director may elect to contact the submitter directly._

        a) _If the Executive Director agrees with the Issue Chair decision to reject, he/she will forward the Issue to the Conference Chair and Vice Chair for their review._

          ▪ _The Conference Chair and/or Vice Chair may elect to contact the submitter directly to determine if he/she is willing to bring the Issue into compliance; thus, the submitter may have one last chance._

          ▪ _If the Conference Chair or Vice Chair do NOT choose to contact the submitter, the Issue will be rejected._

          ▪ _If the Conference Chair and Vice Chair disagree as to whether the Issue should be rejected, the matter will be referred to the Executive Board for resolution._

        b) _If the Executive Director disagrees with the Issue Chair and determines the Issue (as written) meets the Issue acceptance requirements, he/she will send the Issue back to the Issue Chair with a written explanation; the Issue Chair may appeal such a finding to the Executive Board._

2. _At least forty (40) days before the Conference meeting, the submitter of an Issue that does not meet the criteria for acceptance or is not in the jurisdiction of the Conference is notified by the Executive Director with a copy to the Conference Chair and the Issue Chair of the reason(s) why the proposed Issue is not acceptable. A rejected Issue may be considered a "Special Issue" if accepted by the Board and submitted by the Board to the Council at the beginning of the Conference meeting._

7. _November - December 2011_ – Updated instructions within the Issue Management Program (IMP) web site and worked with CFP Executive Assistant to conduct a beta test of the revised site.

8. _December 2011_ – Worked with Council Chairs to review all CFP committee final reports, content attachments, and draft issues.

9. _January 2012 thru February 2012_ – Completed constitutional charge for review and assignment of all Issues and attachments submitted for the 2012 Biennial Meeting.

REQUESTED ACTION:

The Issue Committee will be submitting two (2) Issues to the 2012 CFP Biennial Meeting:

1. Report – Issue Committee
   - Content attachment title: 2012 Issue Committee Final Report
   - Supporting attachment titles:
     - *Council I 2010 Final Issue Recommendations with Actions*
     - *Council II 2010 Final Issue Recommendations with Actions*
     - *Council III 2010 Final Issue Recommendations with Actions*
     - *Committee Submitted Issues – Review Process and Checklist*
     - *2010-12 Issue Committee Roster*
2. Procedures for Conference Issues – New Wording
   - No attachments to this Issue

The Issue Committee is a standing committee of the Conference for Food Protection and does <u>not</u> need to be re-created; it is, therefore, recommended that the following continuation charges be assigned to the 2012-14 Issue Committee with a requirement to report back at the 2014 Biennial Meeting:

1. Complete the charge from Issue 2010 II-30 to expand archive and posting capabilities of CFP approved documents on the Conference web site and develop a process / procedure to ensure posting of all:
   a. Documents and attachments modified or edited after Issue packets are made available with reference to the original Issue number and attachment titles;
   b. Documents and attachments modified during and after Council deliberations at the Biennial Meetings; and
   c. Final version of conference approved guides, documents, and presentations in both PDF and the original editable format.

2. Work with the Constitution, Bylaws, and Procedures Committee to review, consolidate, and update CFP governing documents, guidelines, and instructions regarding:
   a. Preparation, submission, and presentation of Issues, final committee reports, and Issue attachments.
   b. Roles and responsibilities for each biennium.

3. Review the *CFP Commercialism Policy* as it relates to Issue "attachments" (e.g., peer reviewed articles, industry sponsored studies, letters of recommendation, presentations).

4. Develop a "masthead, flag, nameplate, or style guide" to readily identify approved and posted documents as belonging to the Conference.

COMMITTEE MEMBER ROSTER:
- See attached PDF document titled *2010-12 Issue Committee Roster*.