**Conference for Food Protection**

**2014 Issue Form**

**Internal Number: 028**

**Issue: 2014 II-023**

**Title:**

CBP 7 - Issue Placeholder Policy

**Recommended Solution: The Conference recommends...:**

amending the Biennial Meeting/Conference Procedures ManualSection IV A. 4. to include new language under a new subsection b. to read as follows (new language underlined):

b. Placeholder or "blank" Issues will be entered into the online Issue Management Program (IMP) by the Issue Chair in advance of the submittal deadline. Placeholder Issues will become finalized Issues ONLY in the following situations:

1) for CFP committees (e.g., "recommendations" from a committee that are stated within the final report but not included in an Issue recommendation, missing the online submittal deadline).

2) to separate the content of any Issue submitted in advance of the deadline when final review determines the topic is too complex for a single Issue or when it would benefit council deliberation by presenting the topic as separate Issues.

3) when circumstances are beyond the control of the Issue submitter, or the submitter's employer/organization, and the use of a placeholder Issue is approved by the Executive Director.

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process.