



CONFERENCE FOR FOOD PROTECTION, INC.

EXECUTIVE BOARD MEETING

April 26 – 27, 2022

The Westin Galleria Houston
5060 W Alabama Street
Houston, Texas 77056

NEHA-FDA RFFM Retail Program Standards Symposium Update

CFP has a Contract for Services Agreement with National Environmental Health Association (NEHA) effective November 1, 2021 through April 30, 2023 to plan the Retail Program Standards Symposiums to be held virtually in 2022 and in-person in 2024. CFP's scope of work includes administrative duties with pass-through funds from NEHA to CFP being used to compensate David Lawrence, CFP-NEHA Project Consultant, and Dr. David McSwane, CFP-NEHA Project Support. There is no revenue to CFP from this Agreement.

In February 2022, planning commenced for the 2022 Retail Program Standards Symposium (RPSS) presented by the NEHA-FDA RFFM Grant Program in collaboration with the CFP and funded by FDA under award U2FFD007358. The three-day RPSS will be held virtually June 7 – 9, 2022 from 12PM to 5PM Eastern Time each day using the Pathable platform provided by NEHA. Speakers will include experts from the FDA, state and local regulators, seasoned leaders from NACCHO's Program Standards Mentorship, food industry representatives, and CFP Program Standards Committee members.

David Lawrence facilitates bi-weekly meetings of Subcommittee 5 of the CFP Program Committee (PSC), used in the past to plan the Retail Program Standards Special Session at the biennial meetings of the Conference, to assist in planning the agenda, content and themes (due March 30, 2022) along with identifying speakers, presenters, panel members, and moderators (due April 26, 2022). In addition, CFP staff attend up to three meetings each week to complete this work on a timeline established by NEHA.

David Lawrence is leading coordination of the general sessions and track sessions. Track sessions are organized to target audiences at different phases of participation and activity with the Retail Program Standards, from SLTT jurisdictions not yet enrolled to those conforming to multiple Standards and serving as mentors. Carrie Pojhola and Courtney Mickiewicz are leading the coordination of an exhibit hall with booths on each of the Retail Program Standards. The FDA consultants to the CFP PSC, Robert Sudler and David Engelskirchen, communicate RPSS needs and expectations for FDA's support to upper management at FDA. NEHA and NACCHO will also provide staff to support the event. The CFP Executive Board's support for this significant effort is greatly appreciated.

RPSS registration is free and currently open with an extensive marketing campaign developed by NEHA with CFP input. More information can be found online at [Retail Program Standards Symposium | National Environmental Health Association: NEHA](#)

The RPSS Agenda (preliminary) has been announced:

Day 1 (June 7, 2022)

12:00–2:00 PM: **Welcome Message, Keynote Address and General Session**

2:15–3:15 PM: **Track Sessions**

- Track 1: Roadmap for Success with RPS; Why enroll in RPS?
- Track 2: Technology to assist with maintenance of RPS records
- Track 3: Sustaining RPS Activities and Having a Succession Plan

3:15–3:30 PM: **Break**

3:30–4:40 PM: **Exhibit Hall**

Featuring exhibits on each individual Retail Program Standard, Administrative Procedures, Mentorship, and creating a Comprehensive Strategic Improvement Plan (CSIP)

4:30–4:45 PM: **Break**

4:45–5:00 PM: **Wrap-Up Session**

Day 2 (June 8, 2022)

12:00–2:00 PM: **Welcome Message and General Session**

2:15–3:15 PM: **Track Sessions**

- Track 1: What is Initial Self-Assessment; SA/VA Gap Analysis Tool; Continuous Strategic Improvement Plan (CSIP)
- Track 2: How to Become a Self-Assessor & Verification Auditor; Finding an Auditor
- Track 3: Mentorship Program

3:15–3:30 PM: **Break**

3:30–4:40 PM: **Exhibit Hall**

4:30–4:45 PM: **Break**

4:45–5:00 PM: **Wrap-Up Session**

Day 3 (June 9, 2022)

12:00–2:00 PM: **Welcome Message and General Session**

2:15–3:15 PM: **Track Sessions**

- Track 1: Mentorship Programs (NACCHO)
- Track 2: Having an RPS Coordinator
- Track 3: RPS Networks and Champions

3:15–3:30 PM: **Break**

3:30–4:40 PM: **Exhibit Hall**