

**Committee Reports are considered DRAFT until accepted by the Executive Board**  
**Approved 4/20/2016**

The Conference Chair, Executive Director, Council Chair, or Issue Chair may return committee reports, Issues, or attached documents requesting edits to improve clarity or understanding, or to include missing information.

Committee-submitted documents may impact the image, credibility and integrity of the Conference as an organization. With the exception of material that is copyrighted and/or has registration marks, committee generated documents submitted to the Executive Board and via the Issue process (including Issues, reports, and content documents) become the property of the Conference.

**COMMITTEE NAME:** **CFP Publications Standing Committee**

**DATE OF REPORT:**  Initial fall progress report  Spring progress report  Second fall progress report

Date submitted: 7/12/2019

Date amended (if applicable): [Click here to enter a date.](#)

Date accepted by Executive Board: [Click here to enter a date.](#)

**COMMITTEE ASSIGNMENT:**  Council I  Council II  Council III  Executive Board

**REPORT SUBMITTED BY:** *Brian Nummer*

**COMMITTEE CHARGE(S):**

The Publications committee shall:

- 1) report to the Executive Board.
- 2) make recommendations to the Board to establish, maintain, and improve Conference publications regarding Conference endorsement, copyright, scientific and regulatory accuracy, and external publication approval.
- 3) report all publication recommendations to the Board for approval prior to internal publication and revisions or external publications.

**COMMITTEE WORK PLAN AND TIMELINE:**

**COMMITTEE ACTIVITIES: Dates of committee meetings or conference calls:**

1. **Overview of committee activities:** *The PUB committee has had conference calls, ad hoc calls, and email document writing/editing. The document submitted for Board action has been formally voted and approved by a unanimous committee email vote after several month's work.*
2. **Charges COMPLETED and the rationale for each specific recommendation:**
  - a. *make recommendations to the Board to establish Conference publications regarding Conference endorsement, copyright, scientific and regulatory accuracy, and external publication approval.*
3. **Status of charges still PENDING and activities yet to be completed:**
  - a. *make recommendations to the Board to maintain and improve Conference publications.*

**COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:**  No requested action at this time

1. **Acknowledge this report**
2. **Accept CFP Publication guidance document (attached)**

**ATTACHMENTS:**

1. **Content Documents:**
  - a. **Committee Member Roster:**  See changes noted above under "requested action"  No changes to previously approved roster  
*"Committee Members Template" (Excel) available at: [www.foodprotect.org/work/](http://www.foodprotect.org/work/) Committee roster to be submitted as a PDF attachment to this report.*
  - b. **Committee Generated Content Documents (OPTIONAL):**  No draft content documents submitted at this time  
*i. CFP Publication Guidance (document)*
2. **Supporting Attachments (OPTIONAL):**  Not applicable