

2004 – 2006 CONFERENCE FOR FOOD PROTECTION (CFP)
ISSUE COMMITTEE REPORT - ADDENDUM

Standing Committee: Issue Committee

Date of Report: April 4, 2006

Report prepared by: Marsha Robbins and Frank Ferko, Issue Co Chairs

111 Issues – one is a duplicate

41 to I

44 to II

26 to III

Post deadline changes

One attachment sent to Council – missing page

One attachment sent to Council – late public access

Recommendations for 2006-2008 Committee

Finalize timeline for future Conferences based on success of 2004 – 2006 process.

Finalize permanent posting for Issue Instructions (edited and complete) and submission as well as Issue Chair link.

Develop Attachment policy. Note: Kevin Hamstra reports upgrade for Cold Fusion allows posting of one page of attachment rather than requiring entire document.

Finalize flow chart of process.

Complete Workgroup 5 task: Procedures for Issue Review, Issue Criteria, and Instructions to Issue Committee

Update computer program (minor edits and simplifications). Logo increases size of files greatly.

Develop instructions for web based program – primarily for Issue Chairs.

Request for Assistance

Develop procedure and timelines for Committee Reports to Council Chairs. Include information on Committee Reports in Committee Chair training. (deadlines, format, spell and grammar check, content, etc).