

## Conference for Food Protection 2010 Issue Committee FINAL Report ADDENDUM

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**COMMITTEE NAME:** Issue Committee  
**COUNCIL (I, II, or III):** Standing Committee – Council II  
**DATE OF REPORT:** March 13, 2012  
**SUBMITTED BY:** Aggie Hale and Vicki Everly, Issue Chairs

Two Issues were submitted by the Issue Chairs for deliberation at the 2012 Biennial Meeting:

1. Issue 2012 II-008: Report - Issue Committee (with attachments)
2. Issue 2012 II-009: Procedures for Conference Issues - New Wording

### **REQUESTED ACTION for Executive Board**

Discussion and debate on the challenges and concerns listed within this report addendum... based on the following timeline:

- **Committee chair authority and responsibilities** – should be clarified prior to approving new committee chairs for the 2012-2014 biennium.
- **Committee report and roster format** – should be clarified no later than the Fall 2012 Executive Board meeting to coincide with the approval of committee members and the initiation of committee work for the 2012-2014 biennium.
- **Issue review process and updating of submittal instructions** – should be clarified prior to the launch of Issue submittal information in the Fall of 2013 for the 2014 biennial meeting.
- **Technical challenges** – should be addressed prior to the launch of Issue submittal information in the Fall of 2013 for the 2014 biennial meeting.

### **COMMITTEE ACTIVITIES since final report was submitted**

- January-February 2010 – final review of all submitted Issues and attachments.
  - ✓ Online review of all submitted documents (including committee submittals previously reviewed); comments and suggested edits were exchanged directly with submitters.
  - ✓ No Issues were “rejected.”
- February 12 – Issue review completed and all Issues finalized; Issues forwarded to Issue Committee members for council assignment recommendations.
- February 17 – Issue Committee members complete their work.
- February 21 – Issue Chairs hold conference call with Council Chairs/Vice Chairs to establish final council assignments.
- February 27 – Council Chairs complete the Issue sequencing process; creation of final Issue packets initiated.
- February 28-March 2 – “final-final” review of Issue packets including all Issues, attachments, PDFs, and links to verify that all documents and pages were present and that all links were correct and functioning.
- March 2 – final Issue Packets released to Executive Director and posted on the CFP web site.
- March 13 – completion of final report addendum documenting challenges experienced during Issue review.

The Issue Chairs would like to extend our sincere appreciation and thanks to Lisa Wright for her extraordinary work in the review and management of the majority of independently submitted Issues and her generous hospitality in hosting a week-long Issue review meeting in January, and to Kevin Hamstra of 1EightyDesign for his ongoing assistance and invaluable support with the Issue process.

| Issue History                       |                 |                  |                   |                 |                  |                   |                 |                  |                   |                    |                  |                   |
|-------------------------------------|-----------------|------------------|-------------------|-----------------|------------------|-------------------|-----------------|------------------|-------------------|--------------------|------------------|-------------------|
| Issues                              | 2012            |                  |                   | 2010            |                  |                   | 2008            |                  |                   | 2006               |                  |                   |
| Submitted                           | 120             |                  |                   | 90              |                  |                   | 116             |                  |                   | Info not available |                  |                   |
| Finalized                           | 111             |                  |                   | 86              |                  |                   | 112             |                  |                   | 111                |                  |                   |
| <i>Final Assignments by Council</i> | <i>I-</i><br>43 | <i>II-</i><br>38 | <i>III-</i><br>30 | <i>I-</i><br>26 | <i>II-</i><br>35 | <i>III-</i><br>25 | <i>I-</i><br>27 | <i>II-</i><br>57 | <i>III-</i><br>28 | <i>I-</i><br>47    | <i>II-</i><br>44 | <i>III-</i><br>26 |
| Independent Submissions             | 61              |                  |                   | 44              |                  |                   | 41              |                  |                   | 50                 |                  |                   |
| Committee Issues                    | 50*             |                  |                   | 42              |                  |                   | 71**            |                  |                   | 61                 |                  |                   |
| <i>Committee Issues by Council</i>  | <i>I-</i><br>13 | <i>II-</i><br>27 | <i>III-</i><br>10 | <i>I-</i><br>6  | <i>II-</i><br>20 | <i>III-</i><br>8  | <i>I-</i><br>8  | <i>II-</i><br>52 | <i>III-</i><br>11 | <i>I-</i><br>13    | <i>II-</i><br>41 | <i>III-</i><br>7  |

\* includes Issues submitted by the Executive Director on behalf of committees in 2012

\*\* 31 issues submitted by one committee in 2008

## CHALLENGES and CONCERNS with the 2012 Issue review process

The following discussion points represent situations that required a major expenditure of time OR represent situations that were not confronted in 2008 or 2010. Some have relatively easy solutions (e.g., clarification of instructions) and, where possible, recommendations are included. **Other points will require the investment of discussion time during an Executive Board meeting, as well as possible modification of process or procedures.**

- Committees failing to meet established deadlines:
  - ✓ Failure to submit draft final reports and draft Issues as required for Council Chair and Issue Chair preliminary review.
  - ✓ Failure to submit final report and Issues into the online system by the deadline.
  - ✓ *NOTE: two committees failed to submit a final report or Issues which required the Executive Director to submit documents on their behalf for council deliberation.*
  
- Committees failing to follow standard format for final report:
  - ✓ Final committee report format differs from the periodic committee report format required to be submitted to the Executive Board prior to each meeting – **RECOMMEND** report formats be consolidated so that conversion from periodic reports to the final report is seamless to reduce the burden on committee chairs.
  - ✓ Rosters were submitted in various formats – **CLARIFICATION REQUESTED** regarding exactly what committee member information is required in the final report and the exact required format (if any). Additionally, there is always some confusion among committee chairs because a final roster is required to be submitted to the Executive Assistant in advance of the final report for publication in the biennial meeting booklet AND then submitted again with the final report.
 

**QUESTIONS for consideration:**

    - Is it necessary for committee rosters to be submitted with each periodic report and the final report?
    - Once approved, could the rosters be maintained online and then updated only when a change is approved by the Executive Board? Doing so would reduce the number of documents created and handled for each board meeting.
  - ✓ Committee chairs need to be held accountable for report content throughout the biennial cycle (e.g., providing progress on assigned charges, following the required reporting protocol) and NOT wait until the final report is submitted and reviewed requiring the Issue Chairs to request required additional information or clarification – **RECOMMEND** the Conference Chair return periodic reports to Council Chairs for clarification, when necessary, as described in *Conference Procedures; Section VIII. Committees; H. Committee Reports; 1. Periodic Status Report.*

- Communication challenges with committees:
  - ✓ Committee chairs failing to respond to requests for clarification by Issue Chairs – **RECOMMEND** the position statement for committee chairs be amended to include clarification regarding the Issue submission and editing process.
  - ✓ Committee members challenging the authority of the committee chair to make edits to committee report and Issues during the final review process – **CLARIFICATION REQUESTED** of the committee chair's authority (or lack thereof) to edit the final report and Issues.
  - ✓ Committee's requesting that their Issues be withdrawn after finalization – **CLARIFICATION REQUESTED** of the meaning of "Issue finalization."
  
- Technical challenges overall continue to reduce in number and severity with each biennial meeting; however, the following were experienced during 2012:
  - ✓ "Issuechair" email address NOT auto forwarding resulting in messages not being received in a timely manner.
  - ✓ Issue Management Program NOT saving formatting created using the indent feature resulting in a difficult to read final product.
  - ✓ Issue Management Program occasionally NOT saving edits resulting in duplication of effort.
  - ✓ Inability for some documents to be correctly and "cleanly" converted to PDF – instructions will be **MODIFIED** to include the recommendation that documents with specialized formatting should be converted to PDF before submitting.
  - ✓ Confusion and frustration with attempts to submit Excel and PowerPoint documents as Issue attachments – instructions will be **MODIFIED** to highlight the existing statements that ONLY Word and PDF documents can be submitted.
  - ✓ Lack of specific written instructions on how to navigate and use the Conference Management System for tasks previously handled by Kevin Hamstra of 1EightyDesign – because of time limitations, authorization was given by CFP management for 1EightyDesign to complete the complex final steps in this year's process and to create written instructions for future use.
  - ✓ Confusion on the roles and responsibilities for the various players in the Issue review process regarding maintenance of the online Issue Management System – **REQUEST CLARIFICATION** on the exact duties contracted with 1EightyDesign, duties assigned to the members of the CFP executive team, and duties assigned to the Issue Chairs.
  
- Other challenges:
  - ✓ Multiple Issues were submitted offering "either/or" recommended solutions for council consideration – instructions will be **MODIFIED** to clearly state that the recommended solution must contain a single option for deliberation by council. (*Note: an exception to the either/or prohibition was made in an Issue submitted by the Executive Director on behalf of a committee.*)
  - ✓ Non-submitters repeatedly requesting specific edits to Issues during the review process – instructions will be **MODIFIED** to clearly state that ONLY the submitter and Issue Reviewer have the authority to edit or modify an Issue.
  - ✓ Submitters failing to read or follow instructions provided during the review process – instructions will be reviewed and **MODIFIED** as necessary to help with clarity.
  - ✓ Requests for "final copies" of Issues prior to the release of Issues to all Conference members – **CLARIFICATION REQUESTED** regarding authority (or lack thereof) for early release of final Issue documents.
  - ✓ Formatting concerns – Issues were submitted in all bold and all CAPS – instructions will be **MODIFIED** to clearly state that these text formats are to be used ONLY for emphasis OR if replicating the format of an existing official document (e.g., Food Code).

- ✓ Issue Chairs were unable to initiate the previously established “Issue rejection” process due to the Executive Director being temporarily unavailable; in the ED’s absence, the Issue Chairs worked with the Conference Chair and Conference Vice Chair to find an alternative solution that resulted in problematic Issues being accepted “as submitted.”
- Major concerns were raised this year regarding the ongoing use of “placeholder” Issues. **BACKGROUND:** Issue Chairs do NOT have the authority and the online Issue Management Program does NOT have the capability to allow Issues to be entered into the system after the online submittal deadline has passed. Therefore, the use of online “placeholder” Issues was implemented in 2008 to ensure that additional Issues could be submitted after the deadline, if those Issues are deemed to be in the best interest of the Conference or to facilitate council debate. A placeholder is simply a “blank” Issue entered into the online system prior to the submittal deadline... this placeholder can then be completed with the required information at any time prior to Issue finalization.

Placeholder Issues have been converted and finalized ONLY in the following two situations:

- 1) for CFP committees (e.g., failure to meet online submittal deadline, “recommendations” from a committee that are stated within the final report but not included in an Issue recommendation).
- 2) to separate Issues (submitted in advance of the deadline) when final review determines the topic is too complex for a single Issue and it would be less confusing to deliberate the topic as separate Issues; this was done in 2010 and 2012 for both committee and non-committee Issues.

**CLARIFICATION REQUESTED** from the Executive Board on the continued use of placeholder Issues.

- An extraordinary amount of time and energy is spent to review and edit Issues, committee reports, and attachments. The basic intent of Issue review has always been to ensure that the documents are in an approved format, contain required information, and that the final content is presented in a way that is easy to understand and easy to follow in order to facilitate council debate.
  - ✓ During the critical review weeks (first 3 weeks of December, last 3 weeks of January, and the first 2 weeks of February) between 40 and 60 hours per week was spent by one Issue Chair in dealing with Issue documents. At the same time, the other Issue Chair and the Executive Assistant were also putting in a large number of hours related to Issue review.
  - ✓ For a simple, single-concept, well-written Issue, it takes approximately two hours of cumulative time to review, edit, and communicate with the submitter prior to Issue finalization.
  - ✓ More than 40 hours of cumulative time was spent by the Issue Chairs on the review and editing of the report, attachments, and Issues submitted by just one committee.
 

**QUESTIONS for consideration:**

    - Does the content of a finalized Issue reflect solely on the professionalism of the submitter OR does it also reflect on CFP as an organization?
    - Is the expenditure of time worth the outcome?
    - In future, should Issues be accepted “as submitted” (unedited) as long as basic submittal criteria are met?