Abbreviated Committee Report and Issue Review Process

Time Line	Activity	Submitted to	also Reviewed by
Spring/Fall	Periodic committee report	↔ Council Chair	↔ Executive Board
Dec (odd year)	Draft final committee report	↔ Council Chair	↔ Issue Chairs
	Draft final committee Issue(s)	↔ Council Chair	↔ Issue Chairs

Preliminary review of draft final documents is conducted to ensure that:

- *All assigned charges are addressed & all portions of the submittal forms are complete*
- *Narrative is a clear, logical description of committee process, activities & recommendations*
- *Attachments are correctly named, presented in a logical manner & in a readable format*
- *Final committee report is submitted as an Issue to acknowledge report & committee members*
- *All committee recommendations are submitted as subsequent Issues*
- *Future of committee is addressed*

Jan (even year)   Final Issues submitted via online process → Issue Chairs   ↔ Council Chair

↓ ↑   ↔ Executive Director

comments

↓ ↑

Committee Chair

Final committee report is submitted as an Issue attachment. All review & editing to Issues, reports & attachments is now conducted via CFP's online Issue Management Program (IMP).

There is no established method to track changes made to reports & Issues <u>after</u> preliminary review by Council & Issue Chairs; therefore, a second review of documents is conducted to verify that:
- *Concerns noted during preliminary review from Council & Issue Chairs have been addressed*
- *All assigned charges have been adequately addressed*
- *Narrative is clear & logical*
- *Report, Issues & attachments are presented in a logical manner*
- *All attachments are consistently named, are not duplicated unnecessarily, & readily open in a readable format*
- *Future of committee & any continuation charges are adequately addressed*
- *Spellcheck & grammar check have been conducted*

Committee Chair "accepts" final version of Issues
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Feb (even year)   Issues "finalized" by Issue Chairs
At this point, Issues <u>cannot</u> be modified in any way except by Council during the deliberation process at the Biennial Meeting
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Finalized Issues sent to Issue Committee for assignment
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Council Chairs determine order of deliberation
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Mar (even year)   Final Issue packet auto-generated by IMP
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Final Issue packet sent to Executive Director

> *Dotted line indicates activities conducted within online IMP.*
>
> *Access to IMP is restricted & editing & formatting functions are limited.*
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> *Once in IMP, the online review & editing of an Issue is <u>restricted</u> to the submitter & one Issue Reviewer (i.e., an Issue Chair or other pre-designated Issue reviewer). Discussion or review by others must be conducted off-line. Incorporating edits from others outside the IMP process is cumbersome & time consuming.*

→ Issues posted on CFP website