

Conference for Food Protection Executive Board Meeting Committee Report

Committee Name: Issue Committee
Council: Standing Committee (Council II)
Date of Report: April 15, 2013
Submitted By: Vicki Everly and Aggie Hale, Issue Co-Chairs
Committee Charges:

Constitutional Charge

Article XV Duties of the Committees

Section 1. The Issue Committee shall review all Issues submitted at least ninety (90) days before the Conference meeting. The Issue Committee shall assign for Council deliberation those Issues that have met the Issue acceptance criteria specified in the Conference Procedures Manual. Issue assignments shall be made in accordance with Article XIII, Section 1, Subsection 1; Section 2, Subsection 1; and Section 3, Subsection 1.

Charges Established by Issue 2012 II-008

- a. Complete the charge from Issue 2010 II-30 to "Expand Archive and Posting Capabilities of CFP Approved Documents" on the Conference web site and develop a process / procedure to ensure posting of all:
 - i. Documents and attachments modified or edited after Issue packets are made available with reference to the original Issue number and attachment titles;
 - ii. Documents and attachments modified during and after Council deliberations at the Biennial Meetings; and
 - iii. Final version of conference approved guides, documents, and presentations in both PDF and the original editable format.
- b. Work with the Constitution, Bylaws, and Procedures Committee to review, consolidate, and update CFP governing documents, guidelines, and instructions regarding:
 - i. Preparation, submission, and presentation of Issues, final committee reports, and Issue attachments.
 - ii. Roles and responsibilities for each biennium.
- c. Review the CFP Commercialism Policy as it relates to Issue "attachments" (e.g., peer reviewed articles, industry sponsored studies, letters of recommendation, presentations).
- d. Develop a "masthead, flag, nameplate, or style guide" to readily identify approved and posted documents as belonging to the Conference.

Requested Action for Executive Board:

1. The following topics and suggested deadlines were included under "Requested Action" in the Issue Committee report submitted for the April 2012 Executive Board meeting. There was extensive discussion on these topics; however, no further action was taken at that time (*current status added in italics*).
 - **Committee chair authority and responsibilities** – should be clarified prior to approving new committee chairs for the 2012-2014 biennium.
 - *No known action to date; no assignment made*
 - **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.

- *At the August Executive Board meeting, Jeff Lineberry agreed to review the two committee report templates – periodic report and final report (see attached documents for Jeff’s comments and suggested edits). Subsequent to receiving Jeff’s comments, the Issue Chairs discussed other options for revising/clarifying the periodic report and submitting committee rosters (see attached document for Issue Chair’s suggested edits). No official assignment has been made by the Executive Board to revise either report template.*
 - *In addition to committee reports, Council Chairs have been submitting their committee’s periodic progress reports to the Executive Board in various formats; is there a need to standardize this reporting structure or process?*
 - **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.
 - *See attached abbreviated description of committee report and Issue review process (developed at the request of Dave McSwane, Executive Director).*
 - *Additional work will be completed by Issue Chairs to help clarify and (hopefully) simplify previously approved instructions (as currently posted on the CFP website); edited documents will be submitted with the Issue Committee report at the August 2013 Executive Board meeting for review and approval.*
 - **Technical challenges** – should be addressed prior to the launch of Issue submittal information in the Fall of 2013 for the 2014 biennial meeting.
 - *No known action to date; no assignment made.*
2. Request the Executive Board provide clear and specific direction to the Conference Chair at each Executive Board meeting when there is a need to return a committee report for further information or clarification.

As stated in the *CFP Procedures Manual*:

VIII. Committees

I. Committee Reports

1. Periodic Status Report

Council Chairs shall submit an interim status report of Committee activities to the Conference Chair no later than thirty (30) days prior to each Executive Board meeting that does not coincide with a Biennial Meeting. **The Conference Chair can send a report back to a Council Chair with a request that a committee work further on its report.** Council Chairs shall be prepared to discuss the interim report(s) at each Executive Board meeting.

3. Reminder of important Committee Report and Issue Deadline Dates:

December 6, 2013	Due date for final committee reports and draft committee Issues to be submitted to Council Chairs (and Issue Chairs) for preliminary review
January 6, 2014	Online Issue Submission opens
January 24, 2014	Issue Submission deadline (mandated to be not less than 90 days prior to biennial meeting)
March 7, 2014	Deadline date for Issue Committee to finalize Issue council assignments
March 21, 2014	Mandated date for Issue Packets to be made available by Director

Progress Report / Committee Activities with Activity Dates (since last report):

- October 2012 – received comments/suggestions from outgoing Executive Director, Jeff Lineberry, regarding committee report templates (both periodic and final reports – see attached). Issue Chairs subsequently worked on revising the periodic report (see attached). These draft documents are offered for information only... they are NOT being submitted for Executive Board approval at this time.
The purpose in updating the template for committee reports includes:
 - Providing a uniform structure making it easier for Council Chairs and Executive Board to track progress on committee charges;
 - Minimizing the number of times a committee roster is required to be submitted to the Executive Board (i.e., once approved, requiring submittal only when there is a change); and
 - Helping to make it easier for committees to create a final report based on the information contained within the periodic reports.
- March 2013 – responded to request for information from Executive Assistant regarding the role of Scribe Supervisor and the Issue management process during the biennial meeting. Response from the Issue Chairs included suggestions on how to divide the onsite Issue management workload between:
 - Scribe Supervisor
 - Issue Chairs
 - Council Chairs and Vice Chairs
 - CFP Staff
- April 2013 – participated in a conference call between Issue Chairs and Executive Director to discuss Issue management process.
- Progress towards meeting the charges established via Issue 2012 II-008:
 - a. Expand Archive and Posting Capabilities of CFP Approved Documents on the Conference web site – *draft protocol under development by Issue Chairs.*
 - b. Work with the Constitution, Bylaws, and Procedures Committee to review, consolidate, and update CFP governing documents, guidelines, and instructions regarding – *discussions have been held with Constitutions, Bylaws, and Procedures Committee Chair.*
 - c. Review the CFP Commercialism Policy as it relates to Issue "attachments" (e.g., peer reviewed articles, industry sponsored studies, letters of recommendation, presentations) – *no action to date.*
 - d. Develop a "masthead, flag, nameplate, or style guide" to readily identify approved and posted documents as belonging to the Conference – *no action to date.*
- Activities regarding constitutionally established charges will begin in late 2013.