

2014 Conference for Food Protection – Committee FINAL Report

Template rev: 08/14/2013

Committee Final Reports are considered DRAFT until deliberated and acknowledged by the assigned Council at the Biennial Meeting

COMMITTEE NAME: Issue

COUNCIL or EXECUTIVE BOARD ASSIGNMENT: Executive Board

DATE OF REPORT: April 1, 2014

SUBMITTED BY: Vicki Everly and Aggie Hale, Issue Co-Chairs

COMMITTEE CHARGE(s):

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.

COMMITTEE ACTIVITIES AND RECOMMENDATIONS:

1. Recommendations for consideration by council – *there were NO Issues submitted by the Issue Committee for the 2014 biennial meeting*
2. Requested EB Action – the ED requested the Issue Co-Chairs develop and submit the following for EB review and approval:
 - a. "Committee Periodic Status Report" template and instructions – *see attached – document originally submitted for discussion at the Fall 2013 EB meeting; due to time limits, this item was postponed for discussion to May 2014*
 - b. "Standard statements" for use by councils when editing recommended solutions and committee charges during council deliberation – *document under development in conjunction with the Scribe training; will be submitted for EB review in advance of the May 2014 meeting*
 - c. "Council Chair periodic progress report" recommended format – *document under development; will be submitted for EB review in advance of the May 2014 meeting*
3. Activities –
 - a. Issue 2012 II-08 charges have been addressed as follows:

Complete charge from Issue 2010 II-30 to "Expand Archive and Posting Capabilities of CFP – document titled "Procedure for Archiving CFP Documents" was developed and approved by the EB (Fall 2013) and addressed the following:

 - 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 Constitution, Bylaws/Procedures Committee to review, consolidate, and update CFP governing documents, guidelines, and instructions regarding – *activity ongoing; see Constitution, Bylaws/Procedures Committee Report for additional details.*
- i. Preparation, submission, and presentation of Issues, final committee reports, and Issue attachments – *revised Issue Review Process and Checklist was submitted and approved by the EB (Fall 2013). In addition, language for “placeholder” Issues was approved by the EB (Fall 2013) and the Constitution, Bylaws/Procedures Chair was directed to submit an Issue at the 2014 biennial meeting.*

See Issue 2014 II-023: Issue Placeholder Policy

Placeholder or “blank” Issues will be entered into the online Issue Management Program (IMP) by the Issue Chair in advance of the submittal deadline. Placeholder Issues will become finalized Issues ONLY in the following situations:

- 1) *for CFP committees (e.g., “recommendations” from a committee that are stated within the final report but not included in an Issue recommendation, missing the online submittal deadline).*
- 2) *to separate the content of any Issue submitted in advance of the deadline when final review determines the topic is too complex for a single Issue or when it would benefit council deliberation by presenting the topic as separate Issues.*
- 3) *when circumstances are beyond the control of the Issue submitter, or the submitter’s employer/organization, and the use of a placeholder Issue is approved by the Executive Director.*

- ii. Roles and responsibilities for each biennium – *this charge will be completed based on the 2014 Issue review process and biennial meeting, and presented at the Fall 2014 EB meeting.*

- c. Review the CFP Commercialism Policy as it relates to Issue “attachments” (e.g., peer reviewed articles, industry sponsored studies, letters of recommendation, presentations) – *language was approved by the EB (Fall 2013) to be inserted into the appropriate governing document and submitted as an Issue by the Constitution and Bylaws/Procedures Chair:*

See Issue 2014 II-022: Committee and Issue Documents

Committee-submitted documents reflect upon the professionalism of the Conference as an organization.

- a. *Once submitted to the Executive Board, or submitted online via the Issue Management Program, all Issues, reports, and content documents generated by a Conference committee belong to, and are solely the property of, the Conference.*
- b. *Documents and Issues submitted to the Conference by an independent entity do not reflect upon the Conference as an organization and reflect solely on the professionalism of the submitter.*
- c. *All Issues and attached content documents, once finalized by the Issue Reviewer and accepted for council consideration become the property of the Conference for Food Protection and reflect on the professionalism of the Conference as an organization.*

- d. Develop a “masthead, flag, nameplate, or style guide” to readily identify approved and posted documents as belonging to the Conference – *the document titled “Procedure for Archiving CFP Documents was developed and approved by the EB (Fall 2013).*

- e. Major activities since the last report –

11/11/2013 – conducted conference call with Committee Chairs, Council Chairs/Vice Chairs, Issue Reviewers, and ED

12/06/2013 to 01/22/2014 – worked with Council Chairs and Vice Chairs to conduct a preliminary review of draft committee reports, Issues, and content documents; Issue Reviewers included Aggie Hale and Cassandra Mitchell

- o *This task was scheduled to have been completed by 12/20/2014; however, failure of committees to meet deadlines extended this review by more than a month, until 01/22/2014, only 2 days before close of the online review process*

01/23-24/2014 – provided online assistance to last minute Issue submitters

01/24/2014 to 02/28/2014 – conducted paper and online Issue review via the Issue Management Program; Issue Reviewers included Aggie Hale, Cassandra Mitchell, and Vicki Everly. Documented time for review was 400 hours during just 5 weeks:

- o First round of final review (paper review; 2 reviewers); hours for each task noted below:
 - printing Issues and organizing documents: total of 15 hours (with assistance from Lee Cornman)
 - paper review of committee Issues, reports, and content documents: total of 40 hours
 - paper review of independent Issues and content attachments: total of 25 hours
- o Online final review and editing of all Issues (3 reviewers): in excess of 320 hours (quoted hours do **NOT** include additional time spent by Council Chairs and Vice Chairs working with their committees during this process, or the ED providing guidance to the Issue Co-Chairs)

03/03/2014 – released Issues to Issue Committee for recommended assignment to council

03/07/2014 – released Issues to Council Chairs and Vice Chairs for final assignments

03/12/2014 – conducted conference call with Council Chairs/Vice Chairs to make final Issue assignments

03/14/2014 – began development of final Issue packets

03/15/2014 to 03/19/2014 – reviewed final packets for accuracy and verification of online links

03/20/2014 – provided final packets to ED for release by required deadline of 03/21/2014

Special Note: the Issue Co-Chairs would like to extend a huge thank-you to Cassandra Mitchell for her invaluable assistance as an Issue Reviewer during very difficult circumstances.

Issue History															
Issues	2014			2012			2010			2008			2006		
Submitted	114			120			90			116			Info not available		
Finalized	92			111			86			112			111		
<i>Final Assignments by Council</i>	I- 35	II- 27	III- 30	I- 43	II- 38	III- 30	I- 26	II- 35	III- 25	I- 27	II- 57	III- 28	I- 41	II- 44	III- 26
Independent Submissions	50			61			44			41			50		
Committee Issues	42			50*			42			71**			61		
<i>Committee Issues by Council</i>	I- 11	II- 20	III- 11	I- 13	II- 27	III- 10	I- 6	II- 20	III- 8	I- 8	II- 52	III- 11	I- 13	II- 41	III- 7

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

** 31 issues submitted by one committee in 2008

4. Future tasks:

- a. Completion of charges from Issue 2012 II-008, Issue Co-Chairs will draft a written description of roles and responsibilities regarding Issue submittal and review – *activities will be tracked during the upcoming biennial meeting and presented at the Fall 2014 EB meeting.*
 - i. duties assigned to Issue Chairs and Issue Reviewers;
 - ii. duties assigned to the Council Chairs and Vice Chairs;
 - iii. duties assigned to members of the CFP executive team; and
 - iv. duties contracted with contract website developer, 1EightyDesign
- b. Challenges to be addressed prior to 2016 biennial meeting –
 - i. Issue Management Program (IMP) – the online Issue submittal and review program was developed in 2005 and has **not** been significantly updated since that time. **MAJOR** frustrations were experienced this year by submitters **and** Issue Reviewers with formatting and system lock-out; these system challenges created a tremendous amount of additional work and frustration. 1EightyDesign indicated that the problems we encountered are most likely the result of changes to internet browsers, and our almost 10-year old program is simply no longer

compatible. 1EightyDesign and the Issue Co-Chairs recommend a major upgrade of the entire program; we will discuss ideas with 1EightyDesign and the ED and bring a scope of work and price quote to the Fall 2014 EB meeting for discussion.

- ii. Division of workload – as in past years, a large commitment of hours is required during a brief window (between the close of online submittal and finalization of Issues). A plan to help divide this workload needs to be considered when the IMP is upgraded.
 - iii. Deadlines – it seemed to be extraordinarily difficult this year for committees to meet required deadlines causing an overload of last minute work for everyone. Because so many committees had not completed their work, the deadline to finalize Issues was extended by one week; even with the extension, there were still at least 8 committees making changes to Issues and content documents in the final 48 hours. Every modification to an Issue or an attachment requires Issue Reviewers to once again review that Issue.
- c. Ideas for future – *(the following suggestions are **not** the responsibility of the Issue Co-Chairs; the ideas have been suggested in an effort to help improve the overall process)*
- i. Establish a “naming convention” for reports submitted to the EB for ease of retrieval from an alpha-generated list
 - ii. Conduct a conference call when committees are formed explaining the responsibilities, timeline, and desired end-result of charges (charges assigned via the Issue process or from the EB)
 - iii. Create webinars explaining the Issue submission and review process
5. Issue Committee Member Roster – there have been no changes to the committee membership; a final roster was submitted to the ED/EA as required for printing in the biennial meeting program booklet.