

ISSUE REVIEW PROCESS AND CHECKLIST
FOR 2010 CFP BIENNIAL MEETING

FRIDAY, DECEMBER 4, 2009

- Deadline for committee chairs to submit committee reports and ALL prospective Issues to Council Chairs
 - *EXCEPTION FOR CFP STANDING COMMITTEES:*
 - *Reports and Issues are to be submitted to the CFP Executive Director*
 - *The Executive Director will fulfill the same review functions as the Council Chairs*

FRIDAY, JANUARY 8, 2010

- Deadline for on-line Issue submittal is 11:59 PM EST
- The only Issues that can be submitted after this deadline must meet the “Late Issue Submittal Policy” http://www.foodprotect.org/media/policy/Policy_CFP_Late_Issue_Submission.pdf

PRELIMINARY REVIEW OF COMMITTEE REPORTS AND ISSUES

PROCESS

- Preliminary Review:
 - During the preliminary review process, Council Chairs, Vice Chairs, and the Issue Committee Chair will serve as reviewers of all committee submitted documents
 - Council Chairs will forward documents submitted by the committee chairs to their respective Vice Chair and to the Issue Committee Chair
 - Council Chairs will serve as the primary contact with their respective committee chairs
 - Issue Committee Chair and Council Vice Chairs will forward any comments, questions, or concerns to the Council Chairs
 - All reviewers will follow the “checklist” (indicated below)
 - When editing submitted documents, “tracked changes” should be used whenever possible
- Council Chairs will notify via email the Issue Committee Chair when the preliminary review process is complete and approval has been given for on-line submittal of committee reports and Issues
 - Committee Issues should NOT be submitted via the on-line submittal process until the preliminary review has been completed
 - Final review by the Issue Committee will NOT begin until approval is received
 - Preliminary review process MUST be completed far enough in advance to allow committee chairs to meet the on-line issue submittal deadline
 - Any changes made to a committee report after the preliminary review process MUST be approved by the respective Council Chair

ISSUE REVIEW PROCESS AND CHECKLIST
FOR 2010 CFP BIENNIAL MEETING

CHECKLIST

1. SCOPE OF ISSUE

PLEASE NOTE: this is the MOST critical aspect of the preliminary review. Limiting the scope and clearly defining the intent of each Issue will facilitate a logical and sequential deliberation within Council. Issues containing multiple actions or directives are cumbersome to deliberate and may lead to confusing or contradictory recommended solutions. Once the on-line Issue submittal deadline has passed, the system does NOT allow the insertion of additional Issues; therefore, committee reports can NOT be divided into multiple issues after this date.

- The majority of committees will submit more than one Issue...
 - First Issue – “Recommended Solution” contains three elements:
 - Statement regarding “acknowledgement of committee report” and attachment of report
 - Reports are NOT to be listed as “accepted” or “approved” as this implies the entire content of the report has been debated and agreed upon by Council
 - Committee report follows the CFP final report format
 - NOTE: a final committee report needs to “stand alone” and include the following information:*
 - list of all committee submitted Issues and attachments*
 - full list of charges from the previous Biennial Meeting*
 - specific outcomes for each assigned charge*
 - details of committee activities and recommendations*
 - specific direction regarding the future of the committee*
 - new or continuation charges*
 - list of committee members*
 - Specific direction regarding the future of the committee, such as:
 - Committee to be disbanded because all charges have been completed
 - Disbanded committees may NOT have any continuation or new charges
 - Committee to be re-created along with:
 - Continuation charges (i.e., incomplete or ongoing charges from the previous Biennial Meeting)
 - Specific requirement to “report back to the next Biennial Meeting”
 - NOTE: new charges should be presented in a subsequent Issue*
 - NOTE: if a decision to re-create the committee and assignment of any continuation charges is dependent on the outcome of subsequent Issues, charges and report back requirements are best positioned within a subsequent (and final) stand-alone Issue*
 - Thank you statement to committee members
 - Subsequent Issues – specific elements of the committee report that need to be formally debated and approved should be submitted as separate stand-alone Issues, examples include:
 - Policy or guidance documents created by the committee
 - It is recommended that separate Issues be created for each independent document
 - EXCEPTION: large documents divided to meet attachment restrictions should be presented within a single Issue*
 - Committee recommendations regarding controversial or substantial changes to policy or practice
 - Non-substantive changes to a document should be presented together as a single issue

ISSUE REVIEW PROCESS AND CHECKLIST

FOR 2010 CFP BIENNIAL MEETING

- New charges assigned to a re-created committee
- *NOTE: the actual number of subsequent issues submitted by any one committee should be determined on a case-by-case basis depending on the content of the information*

2. ISSUE and ATTACHMENT CONTENT

The goals of content review are to increase readability and minimize confusion during Council deliberation.

- General review...
 - All sections of the Issue submittal document are complete
 - Spelling and grammar
 - Content and clarity
 - Correct use of organizational terminology and titles (e.g., “Conference,” “Biennial Meeting,” “Food Code” or “FDA Food Code”)
 - Correct use of strikethrough/underline format for changes to FDA Food Code or CFP documents (underline “new or proposed” language which should precede the ~~strikethrough~~ language to be deleted)
 - Document titles in quotes or italics
 - Correct capitalization (e.g., committee names, Issue titles)
 - Narrative is gender non-specific
 - Multiple page documents contain page numbers
 - Adherence to “CFP Commercialism Policy” – i.e., Issues may NOT be commercial in nature http://www.foodprotect.org/media/policy/Policy_CFP_Commercialism.pdf
- Title...
 - Limited to 75 characters
 - Title uniquely describes purpose of Issue
 - *NOTE: Issue titles may be changed by the Issue Committee in the event of duplicate submittals*
 - Use of standardized title introduction for committee submitted Issues
 - Report – _____ (committee name)
 - Re-Create – _____ (committee name)
- Issue Description...
 - Briefly describes the problem or concern to the retail food industry
 - Lists the exact titles of any subsequent committee Issues and attachments (can be “cut-and-pasted” directly from the committee report)
- Public Health Significance...
 - Describes impact this issue will have on the industry
 - Clearly stated and easily understood
- Recommended Solution...
 - Rationale of recommended solution MUST be sufficiently detailed to cover all aspects of the submission

NOTE: the “recommended solution” is the ONLY portion of the final Issue that will appear in the Conference Proceedings; therefore, it needs to be as complete and as clearly written as possible.

ISSUE REVIEW PROCESS AND CHECKLIST
FOR 2010 CFP BIENNIAL MEETING

- All recommendations made by a CFP committee are to be copied from the committee report and captured within the recommended solution portion of the Issue submittal form
- When modifications are proposed for an existing document, relevant sections are to be “cut-and-pasted” into the recommended solution using strikethrough/underline
- Acronyms are spelled out at least once within the recommended solution
 - *EXCEPTIONS: FDA, USDA, CDC, EPA, CFP*
- Charges assigned to a committee must be included in recommended solution along with a requirement to “report back to the next Biennial Meeting”
- Specific direction to CFP regarding final disposition of the Issue, such as:
 - “a letter be sent to the FDA requesting...”
 - “modified language be incorporated into...”
 - “final guidelines are posted on the CFP web site”
 - “a committee be created to study...”
- Attachments...
 - There are two (2) different kinds of attachments:
 - **“Content Attachments”** – this is the body of work created by a committee that must be reviewed and approved via the Council deliberation process (e.g., committee reports, guidelines, policy documents)
 - ✓ Content attachments from a committee should be “attached” only once to the first committee Issue
 - ▲ In subsequent Issues, the attachment is to be referenced by the exact name of the attachment and the name of the Issue where the attachment can be found (for example: “*See Report – ABC Committee, Attachment #1, titled: XYZ*”)
 - **“Supporting Attachments”** – this is information presented to assist in understanding the Issue (e.g., articles, studies, reference material)
 - ✓ Large documents posted online (e.g., Food Code) are to be referenced only by URL along with a notation of the specific page numbers and/or section numbers
 - ✓ Large publicly available documents are NOT to be attached in their entirety
 - Attachment format:
 - Attachments are to be in MS Word (.doc) or Adobe Acrobat (.pdf) format ONLY
 - ✓ Content attachments submitted in pdf format MUST be made available in advance to the Council Scribe in MS Word format to facilitate editing during Council deliberations
 - Attachments should use a header or footer that includes both the document title and page numbers (“*page __ of __*” is the preferred page numbering format)
 - Name of each attachment MUST be specific... and accurately and consistently referenced throughout all committee submitted material
 - Attachments over 2 megabytes (2 MB) MUST be divided into multiple smaller documents in a logical sequence
 - All Macros are to be removed from attached documents
 - Council Chairs will work with committee chairs and the Issue Committee Chair to determine the best method of attaching documents to their Issues
- Submitter name...
 - CFP Committee Chair(s) listed as the “submitter” (e.g., Jane Doe, Chair)
 - CFP Committee name listed as the “organization” (e.g., Issue Committee)

ISSUE REVIEW PROCESS AND CHECKLIST
FOR 2010 CFP BIENNIAL MEETING

FINAL REVIEW OF ALL ISSUES AND ATTACHMENTS

PROCESS

- Once submitted on-line, the final review process for that Issue begins
 - o During the final review, the Issue Committee will serve as the primary contact with all Issue submitters via the on-line review process
 - o As documents may receive further modification, all committee submitted Issues will be forwarded by the Issue Committee to Council Chairs for their final review and approval via the on-line review process
- Revisions to an Issue after the submittal deadline will be limited to those requested by the Issue reviewers

CHECKLIST

- Review all Issues and attachments using “checklist” (noted above)
- Verify Council Chair approval of committee submitted Issues
 - o Any changes made to a committee report after the preliminary review process **MUST** be approved by the respective Council Chair
- Ensure that the final Issue meets CFP’s *“Issue Acceptance Criteria”* as posted on the on-line submittal process
- Verification of documents referenced in an Issue or in a committee report:
 - o All attachments are actually “attached” to the Issue
 - o All attachments readily print; all relevant pages are included; formatting of printed document is readable
 - o All URL links are correct
- Issue Committee will conduct a final edit to standardize content of all Issues, for example:
 - o Re-name multiple Issues with similar titles
 - o Remove redundant or auto-generated wording from final Issue, for example:
 - Recommended Solution... delete "The Conference Recommends..." from the final submittal as this wording will be auto-generated
 - Submitter’s name follows a standardized format
 - ✓ *NOTE: the submitter’s employer contact information should be entered in the “submitter information” section at the bottom of the submittal form; it should not be entered under “submitter name” at the top of the form*