Issue Committee Report

Date of Committee Report: July 29, 2010

Submitted By: Vicki Everly and Aggie Hale, Issue Committee Co-Chairs

---

Requested Action by Executive Board:

1. **Approve Committee membership** – roster to be submitted prior to Executive Board meeting.
2. **Please forward any challenges or concerns you have regarding the Issue process to either** *vicki.everly@deh.sccgov.org* **or** *halea@doacs.state.fl.us* **Thank you!**

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
Issue 2010 II-30   "Expand Archive and Posting Capabilities of CFP Approved Documents"
The Conference recommends expanding capabilities for archiving and posting documents on the Conference web site, and charging the Issue Committee with the development of a process and procedure to ensure posting of all:

1. Documents and attachments modified or edited after the Issue packets are made available with reference to the original Issue number and attachment titles;
2. Documents and attachments modified during and after Council deliberations at the Biennial Meetings; and
3. Final version of conference approved guides, documents, and presentations in both PDF and the original editable format.

Charges Established by the Executive Board (see Committee report dated 03/09/10)

1. Clarify concerns regarding "final" committee reports, Issues, and attachments, including;
   a) requirements for content and format.
   b) instructions regarding the process for review and online submittal.
   c) clarification of roles of Council Chair and Issue Chair in final approval.
   d) clarification of when Standing Committee final reports need to be submitted as an Issue.
2. Revise, modify, or clarify Issue submittal criteria and review tools, including:
   a) Issue "rejection" process and procedure, including roles and responsibilities for committee-submitted documents and "independent" submittals.
   b) *CFP Commercialism Policy* as it relates to Issue "attachments" (e.g., peer reviewed articles, industry sponsored studies, letters of recommendation, presentations).
   c) appropriate location of Issue "endorsements" (i.e., by an organization, agency, or individual) within the Issue submittal documentation.
   d) final Issue submittal deadline (current deadline of 11:59 PM EST requires East Coast Council Chairs to be on "stand-by" until midnight).
3. Clarify concerns regarding "content attachments" (i.e., attachments reviewed and approved by council) that become Conference developed guides and documents, including:
   a) the review and approval process prior to Issue submission.
   b) development of a "masthead, flag, nameplate, or style guide" to readily identify approved and posted documents as belonging to the Conference.
   c) archive and posting of documents revised <u>after</u> Issue submittal (currently, the only version routinely archived is the original document attached to the submitted Issue even when the document is revised in council). (see "charges established by Issue" above)

4. Review and update CFP governing documents and position descriptions regarding the Issue process and responsibilities, including:
   a) procedures and responsibilities for each biennium.
   b) tools to facilitate tracking of charges to aid in review of committee reports and attachments.

Progress Report / Committee Activities:

1. Early May 2010 – Developed an abbreviated list for each Council with all required actions items from the 2010 Issue recommendations (see attached). This list was a first-attempt at satisfying the charge noted in 4.b. above.
2. July 2010 – Confirmed Issue submission deadline dates with the Executive Director for the 2012 Biennial Meeting; once the master schedule is finalized, an affirmation by the Board will be required for those deadlines not constitutionally mandated.
   a) **November 2011 –** Issue Submission Form made available online (*Note: prior to this date, instructions and a draft template will be available on the CFP website to assist in Issue preparation.)*
   b) **Friday, December 5, 2011 –** Committee Reports and prospective Issues submitted to Council Chairs for review
   c) **Friday, January 6, 2012 –** Issue submission deadline *(constitutionally mandated not less than 90 days before Biennial Meeting)*
   d) **February 17, 2012 –** Issue Committee finalizes Council assignments
   e) **March 4, 2012 –** Issue Packets made available by Director (*constitutionally mandated at 40 days before Biennial Meeting)*
3. Based on experience from the 2010 Issue submission cycle, there is a recognized need to further develop the following process improvements:
   a) Build an "informational packet" for Committee Chairs to assist in preparing final reports and Issues.
   b) Modify the "review checklist" to assist the Issue Committee and Council Chairs in the review of committee reports and Issues.
   c) Build a process that brings more Issue Committee members into the early review process of draft committee reports and prospective Issues prior to online submittal.
   d) Further improve "attachment instructions" to assist submitters when attaching, editing, and replacing documents submitted as attachments to their Issues.

Committee Members:

Proposed membership list will be submitted for approval prior to August Executive Board meeting.