Conference for Food Protection – Committee FINAL Report

Template rev: 07/16/2013

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

- **Final report must be submitted to your Council Chair for review by the specified date prior to the Biennial Meeting.**
- **Substantive changes made to a committee final report AFTER preliminary review is complete MUST be approved by Council Chair.**
- **See also "Issue Review Checklist for Committee Submitted Issues" on the CFP website for guidance on preparing Issues.**

Before submitting report, REMOVE ALL INSTRUCTIONS IN RED or USE TEMPLATE available on the CFP website.

COMMITTEE NAME: *insert full name of Committee (acronyms or abbreviations may be placed in parenthesis after the committee name and used without parenthesis throughout the document in lieu of full committee name)*

COUNCIL or EXECUTIVE BOARD ASSIGNMENT: *insert Council I, Council II, or Council III as appropriate. Standing committees and ad-hoc committees report directly to the Executive Board and should insert "Executive Board" in this space*

DATE OF REPORT: *insert actual date the report is submitted, not the Executive Board meeting date; if a report addendum or correction is submitted, please append date with "addendum (or correction) to report dated XYZ"*

SUBMITTED BY: *insert name(s) of Committee Chair(s)*

COMMITTEE CHARGE(s): *insert full Issue number(s) and exact charges as presented in final Issues from the previous Biennial Meeting. If charge was assigned or amended by the Executive Board, include date and wording exactly as noted in meeting minutes where charge was assigned or amended.*

COMMITTEE ACTIVITIES AND RECOMMENDATIONS: *Please use number format (do not use bullets).*

1. *Progress on Overall Committee Activities:*
   a. *Include a synopsis of the info previously submitted in the committee's Periodic Status Reports, such as:*
      i. *Background or executive summary;*
      ii. *Sub-committee or workgroup structure and work plan;*
      iii. *Communication and consultation outside the committee.*
   b. *Outcome / progress on each assigned committee charge: each assigned charge to be listed separately with specific outcomes for each charge*
2. *Recommendations for consideration by Council*
   a. *ADOPTION OF COMMITTEE GENERATED MATERIAL: such as documents, policy statements, or new code language – separate Issues should be considered for each topic.*
   b. *FUTURE OF THE COMMITTEE: an Issue must include a recommendation to disband or re-create the committee.*
   c. *NEW OR CONTINUATION CHARGES (if applicable): include description of challenges if charges not completed.*
   d. *ESTABLISHMENT OF NEW COMMITTEE OR WORKGROUP (if applicable).*

***NOTE:** the content and organizational layout of information included within "Committee Activities and Recommendations" should be determined by the Committee Chair(s) in conjunction with their Council Chair (or Executive Director for committees that report to the Executive Board) based upon the complexity of the information to be presented. The overall goal is to ensure that information is complete and presented in a clear and concise manner in order to best facilitate understanding of the committee's activities and the recommendations contained within the submitted Issue(s).*

REQUESTED ACTION: *Please use number format (do not use bullets).*
Each requested action is to be submitted as an Issue for consideration by Council at the upcoming Biennial Meeting

1. *LIST EACH ISSUE SEPARATELY with EXACT ISSUE TITLE(s) – title must be used consistently within final report, Issues, and attachments.*
   a. *BRIEF SUMMARY OF RECOMMENDED SOLUTION(s) to charges – it is NOT necessary to include the entire content of each Issue within the final report (the Issue itself will give the required details).*
   b. *FUTURE CHARGES (if applicable)*
2. *LIST OF ATTACHMENTS – for each specific Issue:*
   a. *CONTENT DOCUMENTS – work created by a committee such as reports, guidelines, recommended language, and code or document revisions (these attachments will be reviewed and possibly edited by the Council Chair and Issue Reviewer; the final version is then submitted to Council for deliberation).*
   b. *SUPPORTING ATTACHMENTS – information or reference material submitted solely to assist in understanding the Issue.*

COMMITTEE MEMBER ROSTER: *Final roster of all committee members converted to PDF from the "Committee Members Template" in Excel (available at: www.foodprotect.org/work/)*

*****The Council Chair or Issue Reviewer may return reports, Issues, or content attachments requesting specific edits to improve clarity or understanding, or to include missing information.** REMINDER: all committee created documents and recommendations are required to be submitted as Issues at the Biennial Meeting; each Issue must have a stated public health reason and a recommended solution.***