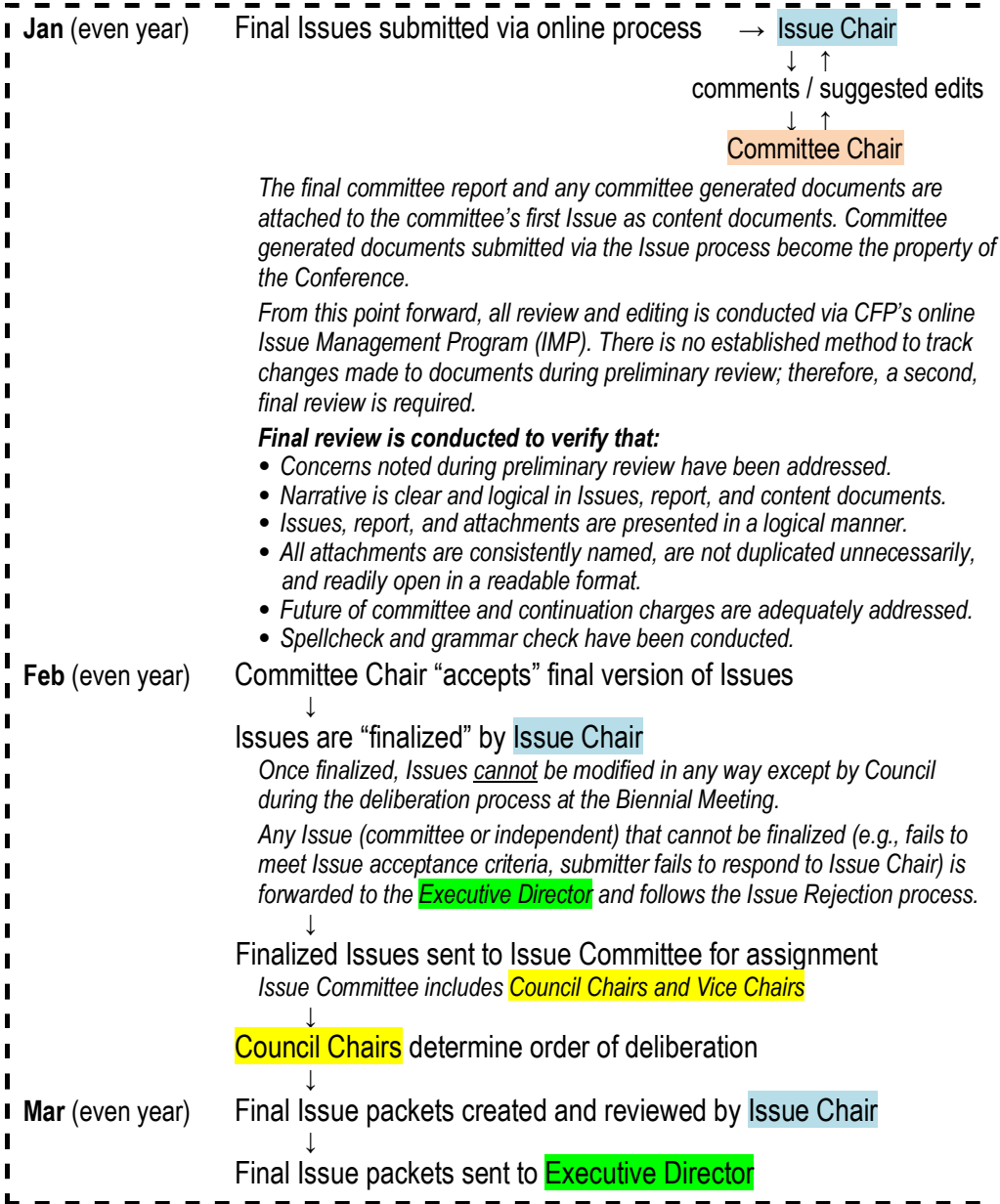


Abbreviated Committee Report and Issue Review Process

rev. 07/20/2016

Time Line	Activity	Submitted to	Reviewed by
Spring and Fall	Periodic committee report <i>Report prepared by Committee Chair. Conference Chair, ED, or Council Chair may return reports or attached documents requesting edits to improve clarity or understanding, or to include missing information.</i>	→ Council Chair / ED	↔ Executive Board
Sept (odd year)	Issue Chair conducts conference call to explain: <ul style="list-style-type: none"> • Preparation of final committee report, content documents, and attachments for submittal as an Issue. • Review process for committee generated documents, including preliminary and final review. 		
Nov (odd year)	Draft final committee report and Issues <i>Final committee report, Issues, and all attachments prepared by Committee Chair.</i>	→ Council Chair / ED	→ Council Chair / ED
Dec (odd year)	Revised final committee report and Issues Preliminary review of draft final documents is conducted to ensure that: <ul style="list-style-type: none"> • All assigned charges are addressed and all portions of the submittal forms are complete. • Narrative is a clear, logical description of committee process, activities and recommendations. • Attachments are correctly named, presented in a logical manner and in a readable format. • Final committee report is submitted as an Issue to acknowledge report and committee members. • All committee recommendations are submitted as subsequent Issues. • Future of committee is addressed. Issue Chair comments returned	→ Issue Chair	→ Issue Chair
		→ Council Chair / ED	Committee Whip (CFP Vice Chair)



Dotted line indicates activities conducted within online IMP. Access to IMP is restricted and editing and formatting functions are limited. Once in IMP, the online review and editing of an Issue is restricted to the submitters and Issue Reviewers (i.e., Issue Chair or other pre-designated Issue Reviewer). Discussion or review by others must be conducted off-line. Incorporating edits from those outside the IMP process is cumbersome, creates duplication of effort, and can be very time consuming for all parties.

→ Finalized Issues posted on CFP website