Abbreviated Committee Report and Issue Review Process

Time Line	Activity	Submitted to	Reviewed by
Spring and Fall	Periodic committee report Report prepared by Committee Chair. Confere attached documents requesting edits to improv		air may return reports or
Sept (odd year)	 Issue Chair conducts conference call to explain: 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 \rightarrow Council Chair / ED \rightarrow Council Chair / ED \rightarrow Council Chair / ED Final committee report, Issues, and all attachments prepared by Committee Chair.		
Dec (odd year)	 Revised final committee report and Issues → Issue Chair → Issue Chair Preliminary review of draft final documents is conducted to ensure that: 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 → Council Chair / ED / Committee Whip 		
			(CFP Vice Chair)
Jan (even year)	Final Issues submitted via online process	↓ ↑ comments / suggested edit ↓ ↑	 ↔ Council Chair / ED / Committee Whip s
	- ,	Committee Chair	\sim
	the Conference. From this point forward, all review and editing is conducted via CFP's online Issue Management Program (IMP). There is no established method to track changes made to documents during preliminary review; therefore, a second, final review is required. Final review is conducted to verify that:		 activities conducted within online IMP. Access to IMP is restricted and editing an formatting functions are
	 Concerns noted during preliminary review hat Narrative is clear and logical in Issues, report Issues, report, and attachments are present All attachments are consistently named, are and readily open in a readable format. Future of committee and continuation charge Spellcheck and grammar check have been of 	rt, and content documents. ed in a logical manner. not duplicated unnecessarily es are adequately addressed.	Reviewers (i.e., Issue
Feb (even year)	Committee Chair "accepts" final version o ↓ Issues are "finalized" by Issue Chair Once finalized, Issues <u>cannot</u> be modified in a	ny way except by Council	Reviewer). Discussion o review by others must be conducted off-line. Incorporating edits from
	Any Issue (committee or independent) that cannot be finalized (e.g., fails to meet Issue acceptance criteria, submitter fails to respond to Issue Chair) is creates duplication		creates duplication of effort, and can be very
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	Council Chairs determine order of delibe	ration	
Mar (even year)	↓ Final Issue packets created and reviewe	d by <mark>Issue Chair</mark>	
	Final Issue packets sent to Executive Director → Finalized Issues poste		