

## Conference for Food Protection – Committee Periodic Report

Template approved: 04/20/2016

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**COMMITTEE NAME:** Demonstration of Knowledge (DOK)

**DATE OF REPORT:**  Initial fall progress report  Spring progress report  Second fall progress report

**Date submitted:** 7/15/2016

**Date amended (if applicable):** [Click here to enter a date.](#)

**Date accepted by Executive Board:** [Click here to enter a date.](#)

**COMMITTEE ASSIGNMENT:**  Council I  Council II  Council III  Executive Board

**REPORT SUBMITTED BY:** Joetta DeFrancesco and Eric Moore, Co-Chairs

#### COMMITTEE CHARGE(S):

Issue # 2016 II-003

1. The Demonstration of Knowledge (DOK) Committee be re-created following the 2016 CFP Biennial Meeting to continue work originally assigned in Issue 2014 II-016 with the following charges:
  - a. Identify and evaluate the pros and cons of Alternative Methods to Demonstrating Knowledge, a document created by the 2014-2016 DOK Committee (Attachment VI to the DOK Committee Report). Although not limited to the following areas, the committee will assess the pros and cons of each alternative method in light of the following areas:
    - i. Differentiation between knowledge and application
    - ii. Emphasis on risk factors
    - iii. Ease of uniform assessment by regulators and industry
    - iv. Enabling the Person in Charge to demonstrate knowledge even when there is a language barrier
    - v. What corrective action should be taken when there is not a demonstration of knowledge from the Person in Charge
  - b. Recommend alternative methods of demonstrating knowledge as new or amended Food Code language.
  - c. Report back committee outcomes and recommendations to the 2018 CFP Biennial Meeting.

#### COMMITTEE WORK PLAN AND TIMELINE:

1. Establish committee roster by 7/8/2016 and submit through Council II Chair & Vice-Chair for Board approval.
2. Working group structure will be comprised of voting and at-large members. At this time, sub-committee work is not expected to be needed.
3. Hold monthly conference calls beginning in September 2016 where entire DOK committee is able to discuss charges and identify recommendations to complete committee charges.
4. Conduct on-line surveys with voting members for all committee decisions.
5. Compile all survey feedback and complete committee charges for presentation at 2018 CFP Biennial Meeting.

#### COMMITTEE ACTIVITIES: Dates of committee meetings or conference calls:

##### 1. Overview of committee activities:

- a. The co-chairs met and selected individuals for voting members of the committee. The co-chairs worked to develop a roster with both returning and new members, along with balancing constituencies. Due to the nature of this committee, there were quite a few qualified (regulatory and industry) representatives interested in serving. Much effort was made to create balance of or regulatory agencies from across the country and among industry members to ensure balanced organization types are represented. A consumer representative as well as trade associations and industry support providers have also been included.

##### 2. Charges **COMPLETED** and the rationale for each specific recommendation: Not applicable for this report.

- a.
- b.

##### 3. Status of charges still **PENDING** and activities yet to be completed: Not applicable for this report.

- a.

#### COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD: No requested action at this time

1. Approval of proposed committee roster;
2. Acknowledgement of the committee's periodic report; and
3. Review and approval of proposed work plan and timeline.

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### ATTACHMENTS:

#### 1. *Content Documents:*

- a. **Committee Member Roster:**  *See changes noted above under “requested action”*  *No changes to previously approved roster*  
“Committee Members Template” (Excel) available at: [www.foodprotect.org/work/](http://www.foodprotect.org/work/) Committee roster to be submitted as a PDF attachment to this report.
- b. **Committee Generated Content Documents (OPTIONAL):**  *No draft content documents submitted at this time*

#### 2. *Supporting Attachments (OPTIONAL):* *Not applicable*