

Appendix – Issue Activity Checklist

NOTES: Gray shaded cells (with numeric listing) are activities that should be included in the Issue Work Plan and submitted with periodic reports to the EB. All activities listed are in approximate calendar sequence and assume an April biennial meeting date. This checklist does NOT include activities related to any charges assigned via the Issue process or assigned by the EB.

TASKS	ASSIGNED RESPONSIBILITY	TARGET DUE DATE
• Document challenges, lessons learned, and improvement ideas throughout the biennium related to Issue process	Issue Chairs	Submittal w/ Issue Reports
• Assist ED/EA with any post-biennial meeting tasks related to final Issue documents for posting to the CFP website	Issue Chairs	April-May following biennial meeting
• Obtain current list of committee volunteers	ED/EA	Summer of even years
• Send committee invitation to select volunteers; establish recommended list of Issue Committee members	Issue Chairs	Summer of even years
• Submit 1 st periodic report to EB; include work plan and request for approval of roster	Issue Chairs	July of even years – 30 days in advance of EB meeting
• Submit 2 nd periodic report to EB; provide update on activities	Issue Chairs	March of odd years – 30 days in advance of EB meeting
1. Review and update (if necessary) Issue related documents: <ol style="list-style-type: none"> a. Issue Submission Guidelines (including unique requirements for committee Issues) b. Issue Acceptance Criteria / Issue Attachment Limitations c. Issue Pre-Submission Form (MS Word document allows preparation of Issues in advance of online submittal) d. Guidance on editing Issues in Council or taking “no action” (approved by EB 04/2016) e. Post-deliberation Issue tasks at biennial meeting (approved by EB 04/2016) f. Abbreviated Committee Report and Issue Review Process (guidance document only) g. Issue related information in CFP governing documents h. Issue Reviewer Notebook (currently under development) 	Issue Chairs Some review and update activities are completed in conjunction w/ Issue Committee members	Early summer of odd years – if necessary, revised documents must be ready to submit to EB for approval at Fall meeting
• Submit 3 rd periodic report to EB requesting EB approval of any modified document. Changes to the following require EB approval: <ul style="list-style-type: none"> ✓ CFP Procedures Manual ✓ Issue Submission Guidelines ✓ Issue Acceptance Criteria / Attachment Limitations ✓ Issue Pre-Submission Form ✓ Assigned tasks in Position Description statements ✓ Guidance on editing Issues in Council or taking no action Changes to the following require EB approval <u>and</u> approval via the Issue process: <ul style="list-style-type: none"> ✓ CFP Constitution and Bylaws 	Issue Chairs	July of odd years – 30 days in advance of EB meeting
• Select date and coordinate conference call for Standing and Council Committee Chairs	Issue Chairs w/ ED, EA	3 weeks before call
• Email conference call info and all documents to participants	Issue Chairs	2 weeks before call
2. Participate in a conference call for Standing and Council Committee Chairs to review the process for preparing and reviewing final committee reports and Issues	Issue Chairs w/ Council Leaders, ED, EA, etc.	September of odd years
3. Ensure availability of updated 2018 Issue documents on CFP website	Issue Chairs w/ ED, EA	October of odd years
• Verify correct posting and accessibility of all documents	Issue Chairs	Immediately after posting
4. Ensure the Issue Management Program (IMP) and Content Management System (CMS) programs are ready for online Issue submittal/review process	Issue Chairs w/ IT consultant, ED, EA	Fall of odd years – must be completed before online Issue submission begins

TASKS	ASSIGNED RESPONSIBILITY	TARGET DUE DATE
<ul style="list-style-type: none"> Required IMP updates include: <ul style="list-style-type: none"> ✓ Updating online instructions for each section related to Issue submission ✓ Updating auto-generated response email messages 	Issue Chairs w/ IT consultant	Prior to online Issue submission
<ul style="list-style-type: none"> Required CMS updates include: <ul style="list-style-type: none"> ✓ Verifying process and instructions for all CMS “steps” <ul style="list-style-type: none"> Step 1: Issue Submission and Review Step 2: Issue Finalization Step 3: Create Working Issue Packets Step 4: Issue Committee Council Assignment Step 5: Council Chair / Issue Chair Council Assignment Step 6: Final Issue Assignment Step 7: Order Issues within Councils Step 8: Create Master Issue Packet Step 9: Create Scribe Issue Packet Step 10: Finalize Conference Packets ✓ Updating listing of Council Leaders and Issue Committee members for access to CMS 	Issue Chairs w/ IT consultant	Prior to any CMS auto-generated email
<ul style="list-style-type: none"> Work with Conference Leaders to ensure reminders are sent about submitting draft final committee reports for preliminary review by Council Leaders (or ED for standing committees) 	Issue Chairs w/ Council Leaders, ED, EA, etc.	Reminders sent in October; reports due to Council Leaders (or ED) in November
<ul style="list-style-type: none"> Submit draft final Issue Report to ED for preliminary review <i>NOTE: report required ONLY if the Issue Committee is submitted an Issue for Council deliberation</i> 	Issue Chairs w/ Issue Committee input	Established deadline for draft committee reports
<ul style="list-style-type: none"> Monitor receipt of revised committee reports and Issues 	Issue Chairs	Week leading up to established deadline
<ul style="list-style-type: none"> Notify Council and Conference Leaders if deadlines are missed 	Issue Chairs	Day after deadline date
5. Conduct preliminary review of draft final committee reports and prospective committee Issues (<i>preliminary drafts reviewed by Council Leaders; revised documents are submitted to Issue Chairs</i>)	Issue Chairs	December of odd years
<ul style="list-style-type: none"> Email all recommended edits and comments to appropriate Council Leaders with a cc to Conference Leaders 	Issue Chairs	December of odd years
<ul style="list-style-type: none"> Verify with Conference Leaders a designated person to review ALL “supporting attachments” for possible redaction 	Issue Chairs w/ ED, Conference Leaders	December of odd years
<ul style="list-style-type: none"> Confirm w/ IT consultant dates for Issue launch and “steps” to ensure availability of IT support throughout Issue submission and review 	Issue Chairs	Prior to online Issue submission
<ul style="list-style-type: none"> Assist EA in establishing a new “conference” in CMS 	EA	Prior to online Issue submission
6. Open online Issue submission process (CMS Step 1)	Issue Chairs w/ IT consultant, ED, EA	30 days before Issue closing date
<ul style="list-style-type: none"> Send reminder email to Issue Committee and Conference Leaders of upcoming Issue Committee activities and dates 	Issue Chairs	Early January of even year
<ul style="list-style-type: none"> Monitor online submission of committee Issues and required documents; send email status report to Council and Conference Leaders: <ul style="list-style-type: none"> ✓ 1 week prior to deadline ✓ 48 hours prior to deadline ✓ Morning of deadline 	Issue Chairs w/ Council Leaders, Conference Leaders, ED	Final week of online Issue submission
<ul style="list-style-type: none"> Submit any Issue Committee Issues online 	Issue Chairs	Prior to Issue submission deadline
<ul style="list-style-type: none"> Establish placeholder Issues 	Issue Chairs	Day before Issue submission deadline
7. Close online Issue submission process (<i>not less than 90 days before biennial meeting</i>)	Issue Chairs w/ IT consultant	Mandated deadline

TASKS	ASSIGNED RESPONSIBILITY	TARGET DUE DATE
<ul style="list-style-type: none"> Notify Council and Conference Leaders of any missing committee Issues or required documents 	Issue Chairs w/ Council Leaders, Conference Leaders, ED	Day after mandated deadline
<ul style="list-style-type: none"> Convert placeholders for any missing committee Issues: <ul style="list-style-type: none"> ✓ Indicate Council Leaders as submitters ✓ Return Issue to Council Leaders who are now responsible for ensuring Issue submission is completed 	Issue Chairs	Within 48 hours of mandated deadline
<ul style="list-style-type: none"> Print ALL submitted Issues and attachments; organize committee docs by Issue, committee, and Council; organize independents by submitter and/or topic (as appropriate) 	Issue Chairs	Day after Issue submission closes
8. Review all submitted Issues, content documents, and supporting attachments (CMS Step 2)	Issue Chairs w/ designated Issue Reviewers	Finalize by mid-February of even year
<ul style="list-style-type: none"> Conduct round-robin paper review of all docs; divide and assign Issues to balance workload 	Issue Chairs w/ designated Issue Reviewers	Within first week following Issue close
<ul style="list-style-type: none"> Enter all suggested edits and comments into IMP and return Issues to submitters 	Issue Chairs w/ designated Issue Reviewers	By end of second week following Issue close
<ul style="list-style-type: none"> Continue to work in IMP with all submitters to address concerns and prepare Issues for finalization 	Issue Chairs w/ designated Issue Reviewers	Within 3 weeks of Issue close
<ul style="list-style-type: none"> Send periodic email status reports to Council and Conference Leaders regarding committee Issues and required documents 	Issue Chairs w/ Council Leaders, Conference Leaders, ED	Weekly following initial return of Issues with Issue Reviewer suggested edits / comments
<ul style="list-style-type: none"> Re-confirm availability of webmaster for production of Issue packets following finalization 	Issue Chairs	Prior to finalization
<ul style="list-style-type: none"> Conduct FINAL review of ALL Issue to ensure consistency 	Issue Chair (<i>single person task</i>)	Prior to finalization
<ul style="list-style-type: none"> Finalize all assigned Issues 	Issue Chairs w/ designated Issue Reviewers	Within 4 weeks of Issue close
<ul style="list-style-type: none"> Create working packets of Issues; review for accuracy (CMS Step 3) 	Issue Chair (<i>single person task</i>)	Prior to sending Issues to Issue Committee
9. Recommend assignment of finalized Issues to Councils (CMS Step 4)	Issue Chairs w/ Issue Committee members	Late February of even year
<ul style="list-style-type: none"> Conduct conference call to ensure division of workload between Councils 	Issue Chairs w/ Council and Conference Leaders	Prior to creation of final Issue packets
10. Work with Council Leaders to designate order of Issue deliberation (CMS Step 5)	Issue Chairs w/ Council Leaders	Late February of even year
<ul style="list-style-type: none"> Finalize Council assignments per Council Leader instruction (CMS Step 6) 	Issue Chair (<i>single person task</i>)	Prior to sending Issues to Council Leaders to determine order of deliberation
<ul style="list-style-type: none"> Work with Council Leaders to place Issues into the order for deliberation (CMS Step 7) 	Issue Chair (<i>single person task</i>)	Prior to preparing final Issue Packets
11. Prepare final Issue Master Packet (CMS Step 8) and Scribe Packet (CMS Step 9) (<i>available 40 days before biennial meeting</i>)	Issue Chairs w/ IT consultant	Mandated deadline
<ul style="list-style-type: none"> Verify ALL documents in ALL formats are accessible and correctly linked in both Issue packets 	Issue Chairs	Prior to mandated deadline
<ul style="list-style-type: none"> Notify ED/EA that Issue packets are ready to post (CMS Step 10) 	Issue Chairs	Prior to mandated deadline
<ul style="list-style-type: none"> Verify posting on CFP website 	Issue Chairs	Immediately after posting

TASKS	ASSIGNED RESPONSIBILITY	TARGET DUE DATE
<ul style="list-style-type: none"> Assist in review of Issue related information for biennial meeting, including but not limited to: <ul style="list-style-type: none"> ✓ Program booklet ✓ Council member orientation ✓ Committee formation session 	Issue Chairs w/ ED	Deadlines determined by ED
<ul style="list-style-type: none"> Prepare Issue Final Report (<i>if not previously prepared for submittal as an Issue</i>) 	Issue Chairs	Due 30 days before biennial meeting
12. Provide assistance to review and update Scribe Manual and Council Orientation	Issue Chairs w/ Scribe Supervisor, ED, EA	March of even year
<ul style="list-style-type: none"> Email reminder list to LAC and ED/EA of equipment and supplies needed for "Issue Preparation Room" 	Issue Chairs	1 month prior to biennial meeting
<ul style="list-style-type: none"> Coordinate with ED any needed Issue related documents for biennial meeting to prevent duplication of work 	Issue Chairs	1 month prior to biennial meeting
<ul style="list-style-type: none"> Coordinate with ED on content of Council Orientation related to editing final Issue recommendations 	Issue Chairs w/ ED	1 month prior to biennial meeting
<ul style="list-style-type: none"> Assist Scribe Supervisor in review and preparation of: <ul style="list-style-type: none"> ✓ Thumb drives for each Council Scribe ✓ Color coded Issue progress labels 	Issue Chairs w/ Scribe Supervisor, EA	2 weeks prior to biennial meeting
<ul style="list-style-type: none"> Review the process and prepare documentation for: <ul style="list-style-type: none"> ✓ Late Issue Submission ✓ Transfer of Issues between Councils 	Issue Chairs w/ ED	1 week prior to biennial meeting
<ul style="list-style-type: none"> Confirm timeline and required schedule for Council Leaders to meet with Issue Chairs to periodically review and approve final Issue recommendations during Council deliberations 	Issue Chairs w/ ED, Conference Leaders, Council Leaders	1 week prior to biennial meeting
13. Coordinate and manage onsite Issue related activities at the Biennial Meeting	Issue Chairs w/ ED, EA, Council Leaders	At biennial meeting; generally April of even year
<ul style="list-style-type: none"> During EB meeting: <ul style="list-style-type: none"> ✓ Remind Council Leaders of mandatory schedule to review/approve final council recommendations ✓ Distribute handouts related to editing Issue in Council 	Issue Chairs w/ ED, Conference Leaders	First EB meeting during biennial meeting
<ul style="list-style-type: none"> Organize and set-up Issue prep room; confirm availability of all equipment and supplies 	Issue Chairs w/ LAC	Prior to Council deliberation
<ul style="list-style-type: none"> Assist with Scribe/Runner Training; emphasize: <ul style="list-style-type: none"> ✓ What can and cannot be edited ✓ Track changes vs. underline/strikethrough for edits to existing documents ✓ Required naming convention of saved, edited documents ✓ Saving documents to appropriate folder on thumb drive 	Issue Chairs w/ Scribe Supervisor, EA	At designated time
<ul style="list-style-type: none"> Attend Council Orientation as observer 	Issue Chairs	At designated time
<ul style="list-style-type: none"> Staff Issue prep room throughout deliberations; post return time if room is not staffed 	Issue Chairs w/ designated Issue Reviewers	All days of Council deliberation
<ul style="list-style-type: none"> Review FINAL Issue recommendations and content documents when delivered by Runners: <ul style="list-style-type: none"> ✓ Transfer documents from Scribe thumb drive ✓ Print Issue exactly as provided by Council ✓ Print any content document edited by Council ✓ Review and edit paper copy of documents for completeness, understanding, and consistency ✓ Enter edits and comments to electronic version using track changes ✓ Print edited documents and staple to edited hardcopy ✓ Discuss any questions/concerns with Council Leaders 	Issue Chairs w/ designated Issue Reviewers	All days of Council deliberation as Issue final Recommended Solutions are delivered by runner

<i>TASKS</i>	<i>ASSIGNED RESPONSIBILITY</i>	<i>TARGET DUE DATE</i>
<ul style="list-style-type: none"> ✓ Obtain Council Leader approval of FINAL Issue recommendation language ✓ Accept or reject track changes to electronic copy ✓ Print clean version of FINAL Issue document ✓ Obtain signature of Council Leader on final document ✓ Convert FINAL approved document to PDF 		
<ul style="list-style-type: none"> • Organize and maintain FINAL Issue recommendations in Issue numeric order and by Council: Printed paper files: <ul style="list-style-type: none"> ✓ Issues pending final approval by Council Leaders ✓ Printed FINAL Issues with Council Leader approval signature (with any earlier edited versions attached) Electronic files: <ul style="list-style-type: none"> ✓ Establish and post electronic naming convention ✓ Issues and content documents “as provided” by each Council ✓ Documents “edited by Issue Chair” with track changes ✓ Clean version of FINAL Issue documents ✓ Converted PDF version of FINAL Issue documents 	Issue Chairs	All days of Council deliberation
<ul style="list-style-type: none"> • Prepare final electronic Issue documents (in MS Word) for printing and posting: <ul style="list-style-type: none"> ✓ List of each Council's Issues w/ recommendation (i.e., AS, AA, NA) ✓ Final PDF version, in numeric order, of FINAL Issue recommendation for each Council 	Issue Chairs w/ ED	Due by 1 PM on day deliberation ends
<ul style="list-style-type: none"> • Proofread printed PDF packets of Council Issue recommendations prior to sending to printer 	Issue Chairs w/ ED	Due by 1 PM on day deliberation ends
<ul style="list-style-type: none"> • Assist ED/EA with any post-biennial meeting tasks related to final Issue documents to be posted to CFP website 	Issue Chairs w/ ED, EA	April-May following biennial meeting
<ul style="list-style-type: none"> • Document challenges, lessons learned, and improvement ideas related to Issue process 	Issue Chairs	Submit w/ Initial Fall Progress Report