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 additional charges assigned via the Issue process or by the EB.*

TASKS	ASSIGNED RESPONSIBILITY	TARGET DUE DATE
• Document any challenges, lessons learned, and improvement ideas throughout the biennium related to Issue process	Issue Chair(s)	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 Chair(s)	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 Chair(s)	Summer of even years
• Submit 1st periodic report to EB; include work plan and request for approval of roster	Issue Chair(s)	July of even years – 30 days in advance of EB meeting
• Submit 2nd periodic report to EB; provide update on activities	Issue Chair(s)	March of odd years – 30 days in advance of EB meeting

1. Review and update *(if necessary)* Issue related documents:
  a. Terms and Conditions for Issue Acceptance
  b. Issue Preparation and Review – Process and Checklist *(includes unique requirements for committee Issues)*
  c. Issue Pre-Submission Form *(MS Word document allows preparation of Issues in advance of online submittal)*
  d. Attachment Limitations
  e. Guidance on editing Issues in Council or taking "no action" *(approved by EB 04/2016)*
  f. Post-deliberation Issue tasks at biennial meeting *(approved by EB 04/2016)*
  g. Abbreviated Committee Report and Issue Review Process *(guidance document only; 07/2016)*
  h. Issue related information in CFP governing documents
  i. CFP Position Descriptions (Issue related tasks)
  j. Issue Reviewer Notebook *(currently under development)*
	Issue Chair(s)
	
	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 3rd periodic report to EB requesting EB approval of any modified document.
Changes to the following require EB approval:
  ✓ CFP Procedures Manual
  ✓ Terms and Conditions for Issue Acceptance
  ✓ Issue Preparation and Review – Process and Checklist
  ✓ Issue Pre-Submission Form
  ✓ Attachment Limitations
  ✓ Assigned tasks (e.g., Position Descriptions, onsite at biennial meeting)
  ✓ 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:
  ✓ CFP Constitution and Bylaws
	Issue Chair(s)	July of odd years – 30 days in advance of EB meeting

• Work with IT consultant (webmaster) to update (if needed) Issue Management Program (IMP) and Content Management System (CMS) for next biennial meeting	Issue Chair(s) w/ ED, EA	Late summer-early fall of odd years
• Select date and coordinate conference call for Standing and Council Committee Chairs	Issue Chair(s) w/ ED, EA	3 weeks before call *(scheduled for September)*
• Email conference call info and all documents to participants	Issue Chair(s)	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 Chair(s) w/ Council Leaders, ED, EA, etc.	September of odd years

Issue Activity Checklist		
TASKS	*ASSIGNED RESPONSIBILITY*	*TARGET DUE DATE*
3. Ensure availability of updated 2018 Issue documents on CFP website	Issue Chair(s) w/ ED, EA	October of odd years
• Verify correct posting and accessibility of all documents	Issue Chair(s)	Immediately after posting
4. Ensure the IMP and CMS programs are ready for online Issue submittal/review process – must be completed before online Issue submission begins	Issue Chair(s) w/ IT consultant, ED, EA	Fall of odd years
• Required IMP updates include: ✓ Updating online instructions for each section related to Issue submission ✓ Updating auto-generated response email messages	Issue Chair(s) w/ IT consultant	Prior to online Issue submission
• Required CMS updates include: ✓ Verifying process and instructions for all CMS "steps" *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 Chair(s) w/ IT consultant	Prior to any CMS auto-generated email
• 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 Chair(s) w/ Council Leaders, ED, EA, etc.	Reminders sent in October; reports due to Council Leaders (or ED) in November
• Submit draft final Issue Report to ED for preliminary review *NOTE: report required ONLY if the Issue Committee is submitted an Issue for Council deliberation*	Issue Chair(s) w/ Issue Committee input	Established deadline for draft committee reports
• Monitor receipt of revised committee reports and Issues	Issue Chair(s)	Week leading up to established deadline
• Notify Council and Conference Leaders if deadlines are missed	Issue Chair(s)	Day after deadline date
5. Conduct preliminary review of draft final committee reports and prospective committee Issues *(preliminary drafts reviewed by Council Leaders; revised documents are submitted to Issue Chairs)*	Issue Chair(s)	December of odd years
• Email all recommended edits and comments to appropriate Council Leaders with a cc to Conference Leaders	Issue Chair(s)	December of odd years
• Verify with Conference Leaders a designated person to review ALL "supporting attachments" for possible redaction	Issue Chair(s) w/ ED, Conference Leaders	December of odd years
• Confirm w/ IT consultant dates for Issue launch and "steps" to ensure availability of IT support throughout Issue submission and review	Issue Chair(s)	Prior to online Issue submission
• 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 Chair(s) w/ IT consultant, ED, EA	30 days before Issue closing date
• Send reminder email to Issue Committee and Conference Leaders of upcoming Issue Committee activities and dates	Issue Chair(s)	Early January of even year
• Monitor online submission of committee Issues and required documents; email status to Council and Conference Leaders: ✓ 1 week prior to deadline ✓ 48 hours prior to deadline ✓ Morning of deadline	Issue Chair(s) w/ Council Leaders, Conference Leaders, ED	Final week of online Issue submission

Issue Activity Checklist		
Tasks	*Assigned Responsibility*	*Target Due Date*
• Submit any Issue Committee Issues online	Issue Chair(s)	Prior to Issue submission deadline
• Establish placeholder Issues	Issue Chair(s)	Day before Issue submission deadline
7. Close online Issue submission process *(not less than 90 days before biennial meeting)*	Issue Chair(s) w/ IT consultant	***Mandated deadline***
• Notify Council and Conference Leaders of any missing committee Issues or required documents	Issue Chair(s) w/ Council Leaders, Conference Leaders, ED	Day after mandated deadline
• Convert placeholders for any missing committee Issues: ✓ Indicate Council Leaders as submitters ✓ Return Issue to Council Leaders who are now responsible for ensuring Issue submission is completed	Issue Chair(s)	Within 48 hours of mandated deadline
• Print ALL submitted Issues and attachments; organize committee docs by Issue, committee, and Council; organize independents by submitter and/or topic (as appropriate)	Issue Chair(s)	Day after Issue submission closes
8. Review all submitted Issues, content documents, and supporting attachments (CMS Step 2)	Issue Chair(s) w/ designated Issue Reviewers	Finalize by mid-February of even year
• Conduct round-robin paper review of all docs; divide and assign Issues to balance workload	Issue Chair(s) w/ designated Issue Reviewers	Within first week following Issue close
• Enter all suggested edits and comments into IMP and return Issues to submitters	Issue Chair(s) w/ designated Issue Reviewers	By end of second week following Issue close
• Continue to work in IMP with all submitters to address concerns and prepare Issues for finalization	Issue Chair(s) w/ designated Issue Reviewers	Within 3 weeks of Issue close
• Send periodic email status reports to Council and Conference Leaders regarding committee Issues and required documents	Issue Chair(s) w/ Council Leaders, Conference Leaders, ED	Weekly following initial return of Issues with Issue Reviewer suggested edits / comments
• Re-confirm availability of webmaster for production of Issue packets following finalization	Issue Chair(s)	Prior to finalization
• Conduct FINAL review of ALL Issue to ensure consistency	Issue Chair *(single person task)*	Prior to finalization
• Finalize all assigned Issues	Issue Chair(s) w/ designated Issue Reviewers	Within 4 weeks of Issue close
• Create working packets of Issues; review for accuracy (CMS Step 3)	Issue Chair *(single person task)*	Prior to sending Issues to Issue Committee
9. Recommend assignment of finalized Issues to Councils (CMS Step 4)	Issue Chair(s) w/ Issue Committee members	Late February of even year
• Conduct conference call to ensure division of workload between Councils	Issue Chair(s) 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 Chair(s) w/ Council Leaders	Late February of even year
• Finalize Council assignments per Council Leader instruction (CMS Step 6)	Issue Chair(s) *(single person task)*	Prior to sending Issues to Council Leaders to determine order of deliberation
• Work with Council Leaders to place Issues into the order for deliberation (CMS Step 7)	Issue Chair(s) *(single person task)*	Prior to preparing final Issue Packets
11. Prepare final Issue Master Packet (CMS Step 8) and Scribe Packet (CMS Step 9) *(available 40 days before biennial meeting)*	Issue Chair(s) w/ IT consultant	***Mandated deadline***

Issue Activity Checklist		
TASKS	*ASSIGNED RESPONSIBILITY*	*TARGET DUE DATE*
• Verify ALL documents in ALL formats are accessible and correctly linked in both Issue packets	Issue Chair(s)	Prior to mandated deadline
• Notify ED/EA that Issue packets are ready to post (CMS Step 10)	Issue Chair(s)	Prior to mandated deadline
• Verify posting on CFP website	Issue Chair(s)	Immediately after posting
• Assist in review of Issue related information for biennial meeting, including but not limited to: ✓ Program booklet ✓ Council member orientation ✓ Committee formation session	Issue Chair(s) w/ ED	Deadlines determined by ED
• Prepare Issue Final Report *(if not previously prepared for submittal as an Issue)*	Issue Chair(s)	Due 30 days before biennial meeting
12. Provide assistance to review and update Scribe Manual and Council Orientation presentation	Issue Chair(s) w/ ED, EA	March of even year
• Email reminder list to LAC and ED/EA of equipment and supplies needed for "Issue Preparation Room"	Issue Chair(s)	1 month prior to biennial meeting
• Coordinate with ED any needed Issue related documents for biennial meeting to prevent duplication of work	Issue Chair(s)	1 month prior to biennial meeting
• Coordinate with ED on content of Council Orientation related to editing final Issue recommendations	Issue Chair(s) w/ ED	1 month prior to biennial meeting
• Assist EA in review and preparation of: ✓ Thumb drives for each Council Scribe ✓ Color coded Issue progress labels	Issue Chair(s) w/ EA	2 weeks prior to biennial meeting
• Review the process and prepare documentation for: ✓ Late Issue Submission ✓ Transfer of Issues between Councils	Issue Chair(s) w/ ED	1 week prior to biennial meeting
• 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 Chair(s) 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 Chair(s) w/ ED, EA, Council Leaders	At biennial meeting; generally April of even year
• During EB meeting: ✓ Remind Council Leaders of mandatory schedule to review/approve final council recommendations ✓ Distribute handouts related to editing Issue in Council	Issue Chair(s) w/ ED, Conference Leaders	First EB meeting during biennial meeting
• Organize and set-up Issue prep room; confirm availability of all equipment and supplies	Issue Chair(s) w/ LAC	Prior to Council deliberation
• Assist with Scribe/Runner Training; emphasize: ✓ 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 Chair(s) w/ EA	At designated time
• Attend Council Orientation as observer	Issue Chair(s)	At designated time
• Staff Issue prep room throughout deliberations; post return time if room is not staffed	Issue Chair(s) w/ designated Issue Reviewers	All days of Council deliberation
• Review FINAL Issue recommendations and content documents when delivered by Runners: ✓ Transfer documents from Council thumb drive ✓ Print Issue exactly as provided by Council ✓ Print any content document edited by Council	Issue Chair(s) w/ designated Issue Reviewers	All days of Council deliberation as Issue final Recommended Solutions are delivered by runner

Issue Activity Checklist		
TASKS	*ASSIGNED RESPONSIBILITY*	*TARGET DUE DATE*
✓ 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 ✓ Obtain Council Leaders 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; staple to previous printed copies ✓ Convert FINAL approved document to PDF		
• Organize and maintain FINAL Issue recommendations in Issue numeric order and by Council: ***Printed paper files:*** ✓ Issues pending final approval by Council Leaders ✓ Printed FINAL Issues with Council Leader approval signature (with any earlier edited versions attached) ✓ Paper files provided to EA at end of biennial meeting for archiving ***Electronic files:*** ✓ 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 Chair(s)	All days of Council deliberation
• Prepare final electronic Issue documents (in MS Word) for printing and posting: ✓ 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 Chair(s) w/ ED	Due by 1 PM on day deliberation ends
• Proofread printed PDF packets of Council Issue recommendations prior to sending to printer	Issue Chair(s) w/ ED	Due by 1 PM on day deliberation ends
• Assist ED/EA with any post-biennial meeting tasks related to final Issue documents to be posted to CFP website	Issue Chair(s) w/ ED, EA	April-May following biennial meeting
• Document challenges, lessons learned, and improvement ideas related to Issue process	Issue Chair(s)	Submit w/ Initial Fall Progress Report