

## Conference for Food Protection – Committee Periodic Report

Template approved: 04/20/2016

**Committee Reports are considered DRAFT until accepted by the Executive Board**

The Conference Chair, Executive Director, Council Chair, or Issue Chair may return committee reports, Issues, or attached documents requesting edits to improve clarity or understanding, or to include missing information.

Committee-submitted documents may impact the image, credibility and integrity of the Conference as an organization. With the exception of material that is copyrighted and/or has registration marks, committee generated documents submitted to the Executive Board and via the Issue process (including Issues, reports, and content documents) become the property of the Conference.

COMMITTEE NAME: **Issue**

DATE OF REPORT:  *Initial fall progress report*     *Spring progress report*     *Second fall progress report*  
 Date submitted: 7/6/2016                      Date amended (if applicable): 35T                      Date accepted by Executive Board: 35T

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

REPORT SUBMITTED BY: Vicki Everly and Debbie Watts, Issue Chairs

COMMITTEE CHARGE(S):

**Constitutional Charge**

*Article XV Duties of the Committees*

*Section 1. The Issue Committee shall review all Issues submitted at least ninety (90) days before the Conference meeting. The Issue Committee shall assign for Council deliberation those Issues that have met the Issue acceptance criteria specified in the Conference Procedures Manual. Issue assignments shall be made in accordance with Article XIII, Section 1, Subsection 1; Section 2, Subsection 1; and Section 3, Subsection 1.*

**Issue # 2012 II-008**

*Work with the Constitution, Bylaws, and Procedures (CBP) Committee to review, consolidate, and update CFP governing documents, guidelines, and instructions regarding roles and responsibilities for each biennium.*

- a. duties assigned to Issue Chairs and Issue Reviewers;*
- b. duties assigned to the Council Chairs and Vice Chairs;*
- c. duties assigned to members of the CFP executive team; and*
- d. duties contracted with contract website developer.*

COMMITTEE WORK PLAN AND TIMELINE:

MAJOR TASKS FOR THE 2016-2018 BIENNIUM	ASSIGNED RESPONSIBILITY	TARGET DUE DATE
1. Work with CBP Committee to review/revise CFP governing documents	Issue Chairs w/ Committee members	Spring 2017
2. Re-format Issue submission instructions and review checklists into more user-friendly documents: <ul style="list-style-type: none"> <li><i>a. Independent (non-committee) submitted Issues</i></li> <li><i>b. CFP committee submitted Issues</i></li> </ul>	Issue Chairs w/ Committee members	Summer 2017
3. Review and update (if necessary) Issue related documents: <ul style="list-style-type: none"> <li><i>a. Issue Attachment Limitations</i></li> <li><i>b. Issue Acceptance Criteria</i></li> <li><i>c. Issue Pre-Submission Form</i></li> <li><i>d. Guidance document on editing Issues in Council (approved 04/2016)</i></li> <li><i>e. Council Guidance when taking "no action" (approved 04/2016)</i></li> <li><i>f. Post-deliberation Issue tasks at biennial meeting (approved 04/2016)</i></li> <li><i>g. Abbreviated Committee Report and Issue Review Process</i></li> </ul>	Issue Chairs w/ Committee members	Summer 2017
4. 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.	09/2017
5. Ensure availability of updated 2018 Issue documents: <ul style="list-style-type: none"> <li><i>a. Pre-Submission Form (MS Word document allows preparation of Issues in advance of online submittal)</i></li> <li><i>b. Issue submission guidelines</i></li> </ul>	Issue Chairs w/ ED, EA	10/2017
6. 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 2017

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7. Conduct preliminary review of the draft of final committee reports and prospective committee Issues ( <i>preliminary drafts reviewed by Council Leaders; then revised documents are submitted to Issue Chairs</i> )	Issue Chairs	12/2017
8. Open online Issue submission process	Issue Chairs w/ IT consultant, ED, EA	12/12/2017
9. Close online Issue submission process ( <i>not less than 90 days before biennial meeting</i> )	Issue Chairs w/ IT consultant	01/12/2018 <b>mandate</b>
10. Review all submitted Issues, content documents, and supporting attachments	Issue Chairs w/ designated Issue Reviewers	finalize by Mid-02/2018
11. Recommend assignment of finalized Issues to Councils	Issue Chairs w/ Committee members	02/20/2018
12. Work with Council Leaders to designate order of Issue deliberation	Issue Chairs w/ Council Leaders	Late 02/2018
13. Prepare final Issue Master Packet and Scribe Packet ( <i>available at 40 days before biennial meeting</i> )	Issue Chairs w/ IT consultant	03/06/2018 <b>mandate</b>
14. Provide assistance to review and update Scribe Manual	Issue Chairs w/ Scribe Supervisor, ED, EA	03/2018
15. Coordinate and manage onsite Issue related activities at the Richmond Biennial Meeting	Issue Chairs w/ ED, EA, Council Leaders	04/15-19/2018

**COMMITTEE ACTIVITIES:**

1. *Dates of committee meetings or conference calls:* No Committee meetings have been held at this time
2. *Overview of committee activities:*
  - a. *Issue Committee Activities:* No Committee activities have occurred at this time
  - b. *Issue Chair Activities:*
    - 1) April-June 2016: Assisted ED and EA in review of Issue-related post-Biennial Meeting documents prior to posting on the CFP website.
    - 2) 06/29/2016: Email invitation sent to volunteers who had indicated Issue Committee as a 1<sup>st</sup> or 2<sup>nd</sup> choice. Email also sent to Council Chairs and Vice Chairs about Issue Committee membership and charges.
3. *Charges COMPLETED and the rationale for each specific recommendation:* Committee activity has not yet begun
4. *Status of charges still PENDING and activities yet to be completed:* All charges are pending completion

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

*Note: referenced documents are available on the CFP website or were attached to the Issue Report submitted for the 04/2016 EB meeting and, in the interest of brevity, have not been re-attached.*

1. Approval of recommended Issue Committee roster (see attached).  
Proposed roster includes volunteers who indicated the Issue Committee was their 1<sup>st</sup> or 2<sup>nd</sup> choice; all those listed on the attached roster have confirmed their interest in serving. The 4 volunteers listed as “not selected” had marked the Issue Committee as their 3<sup>rd</sup> choice and were not contacted; however, at the EB’s request, we will send an invitation to participate on the Issue Committee should any of these volunteers **not** be selected for another CFP committee.

**The Issue Chairs request that the EB approve the proposed Issue Committee membership roster.**

2. Confusion regarding the process to modify or clarify committee charges.  
The Committee Chair Position Description includes the following task:  
*Requests from the Executive Board via the Council Chair any modification of assigned charges.*  
In addition, the Biennial Meeting/Conference Procedures (2014) states:  
*If a Committee deliberates an Issue and by majority vote determines that clarification of the Issue is needed, specificity of Issue parameters for completion of Issue charges is needed, or that an Issue charge exceeds the mission of the Conference, the Committee may seek guidance from the Executive Board through the Council Chair. The Council Chair shall submit the identified concerns with the Committee’s recommendation for clarification of the Issue to the Executive Board for review and deliberation. On behalf of the Assembly, the Executive Board may provide necessary clarification of direction or purpose of the Issue charge to maintain the Conference mission. All pertinent correspondence between the Committee and the Executive Board shall be included in the Committee’s final report and presented to the Council at the next biennial meeting; the final report shall also include*

*documentation and clarification regarding the original charges.*

A request for clarification was brought by a committee to the EB during the 2014-2016 biennium; the response from the EB stated (extracted from the meeting minutes):

*The Committee can choose to explain how they fulfilled charges by the recommendations as stated in their report. However, charges cannot be changed or removed.*

This EB response that “charges cannot be changed” could be considered to be inconsistent with the CFP governing documents. Lack of requested guidance from the EB leaves interpretation regarding Council assigned charges up to the committee members (who may or may not have been present during Council deliberation); lack of requested guidance from the EB may make it challenging for a committee to fully address assigned charges.

**The Issue Chairs request that the EB affirm, modify, or clarify their role in responding to requests to clarifying committee charges.**

3. Discussion and resolution of identified challenges with the Issue process; all topics were included in the 04/2016 Issue Final Report but were not discussed by the EB due to time constraints.

The challenges listed below required the 2014-2016 Issue Chairs to continually explain (and re-explain), debate, and justify their assigned role in in the Issue process, especially as it relates to reviewing and recommending edits in committee submitted documents. In addition to ensuring that committee documents meet the Issue submittal requirements, comments provided by Issue Chairs (or designated Issue Reviewers) are intended to help improve clarity and understanding, point out inconsistencies, and improve formatting and layout of the final document, all in an effort to improve readability.

There appears to be a growing lack of understanding, acceptance, and respect for the Issue review process and tasks as assigned by the CFP governing documents. It is recognized that the Issue submittal and review process has evolved significantly over the past 12 years... but every change and every guidance document was reviewed and approved by the EB at that time or via the Issue process. When new challenges arise (e.g., redaction), guidance has been sought from the ED and Conference Chair and Vice Chair and incorporated, as appropriate, into guidance for the next biennium. Using this process, the CFP governing documents and EB approved supporting materials establish the framework for Issue review.

To help all parties move forward with a uniform understanding of the process, the Issue Chairs request that this EB provide an affirmation of existing language in CFP documents as noted below, or provide recommended changes to help resolve confusion.

- a. Failure to meet deadlines and complete assigned tasks.

Because of late submission and incomplete work, the Council Chairs and Issue Chairs were faced with extraordinary challenges during the process of reviewing and finalizing committee Issues and documents for the 2016 Biennial Meeting. While it is difficult to “require” that volunteers perform specific duties, read provided instructions, or meet stated deadlines, **not** following the rules within any part of an established process can greatly influence the ability of other volunteers to complete their assigned tasks. The challenge of holding volunteers accountable is applicable to all activities within the Conference and is **not** unique to the Issue process.

**The Issue Chairs request that the EB establish a procedure that identifies appropriate “next steps” when assigned volunteer tasks are incomplete, do not follow or meet established protocol, or when deadlines are missed.**

- b. Continued confusion regarding “ownership” of committee documents.

More than one committee was extremely unwilling to accept any suggested edits to their documents and an inordinate amount of time was required (by many) with back-and-forth communication in an attempt to resolve everyone’s questions and concerns. Moreover, incorrect information was disseminated by some committee members resulting in dissatisfaction and increased confusion with the review process.

Existing language extracted from the Biennial Meeting/Conference Procedures (2014) was adopted by the EB in August 2013:

*Issue Acceptance Criteria:*

- *Committee submitted documents may impact the image, credibility and integrity of the Conference as an organization.*

- *With the exception of material that has been copyrighted and/or has registration marks, committee documents submitted to the Executive Board online through the Issue Management Program, including all work products (issues; reports; and content documents) generated by a Conference committee become the property of the Conference.*

NOTE: with the approval of new committee report templates at the 04/2016 EB meeting, both bullet points (above) are now included at the top of the *Committee Periodic Report Template* and the second bullet point is included on the *Committee Final Report Template*.

**The Issue Chairs request that the EB affirm, modify, or clarify the above *Issue Acceptance Criteria* statements regarding committee generated documents.**

- c. Confusion regarding the review process for committee submitted Issues, reports, and content documents.

In part, the *Committee Chair Position Description* states:

- *Writes Issue(s) and a final committee report with the assistance of the committee members as requested by the Council Chair.*
- *Submits draft of final committee report, Issues, and committee generated documents and recommendations for preliminary review by the Council Chair, Council Vice Chair, and Issue Chair by a stated due date.*
- *Edits documents as necessary and works with Council Chair and Issue Chair to ensure clarity, understanding, and completeness of all committee generated documents, including making any nonsubstantive changes without requiring committee member approval (e.g., reorganization of information, insertion of missing information).*
  - *Shall submit to the committee any substantive changes to document content (i.e., change of purpose, intent or direction) for their approval with 48 hour response time requirement; majority vote of those that respond shall deem documents as “approved.”*
- *Submits committee Issues by a stated due date and in the required format, and works with Issue Reviewers to ensure Issues are readable, easy to understand, and meets all submittal and acceptance criteria.*

An outline of this process is also included on the *Abbreviated Committee Report and Issue Review Process* document created at the EB’s request in 2013 (*note: this document needs to be updated to show that the revised IMP process now allows access to the online Issue editing process by both submitters*).

The CFP calendar for the 2016-2018 biennium was clarified and adjusted to require final documents be submitted to Council Chairs one month earlier than in 2016; revised documents are then submitted to Issue Chairs for their review:

- *September 2017 – Issue Chairs’ conference call with Committee Chairs and Co-Chairs*
- *November 10, 2017 – final committee reports and prospective committee Issues submitted to Council Chairs for preliminary review*
- *November 17, 2017 – Council Chairs complete their review of reports and Issues and provide feedback to Committee Chairs*
- *November 30, 2017 – Revised final reports and Issues are submitted to Issue Chairs for preliminary review and comment*
- *January 12, 2018 – Issue submission deadline*

**The Issue Chairs request that the EB affirm or re-define the “process” for submitting and reviewing committee final reports, Issues, and content documents as currently identified in the *Committee Chair Position Description*.**

- d. Ongoing committee support.

The current practice related to the review of committee reports and documents is **not** sustainable and is **not** fair to committees. Lack of thoughtful EB review and timely feedback permits committees to function autonomously throughout the biennium; then, when final reports and draft Issues are submitted, committee documents are placed through a high level of review and scrutiny to ensure established criteria is met. Major information gaps and inconsistencies are often discovered during this review requiring an extensive expenditure of time by the committee and reviewers to re-work the documents, followed by multiple rounds of review within a very brief timeframe.

The Biennial Meeting/Conference Procedures (2014) states the following regarding committee reports:

*The Conference Chair can send a report back to a Council Chair with a request that a committee work further on its report.*

This statement was expanded when the EB approved new templates for the *Committee Periodic Report* and *Committee Final Report* at the 04/2016 meeting; the following statement is now included at the top of both templates:

*The Conference Chair, Executive Director, Council Chair, or Issue Chair may return committee reports, Issues, or attached documents requesting edits to improve clarity or understanding, or to include missing information.*

**The Issue Chairs request that the EB establish procedure and protocol that provides the following to CFP committees throughout the biennium:**

- **Mentorship and guidance;**
- **Thorough review and meaningful feedback of the content in periodic committee reports and any accompanying committee drafted documents; and**
- **Convenient online access to the history of CFP committees to serve as a source of document examples and organizational ideas (history to include active and retired committee reports, content documents, and Issues).**

4. Data usage for Issue review and verification of final packets.

Issue review is a volunteer task; however, extensive internet usage is required to conduct these activities. Both Issue Chairs exceeded their personal home internet data usage during the 2016 process. For example, verification of the various links and documents in both the Master and Scribe Issue Packets required more than 5 gigabytes of data transfer in a single day (which was more than three times the normal monthly data usage for that Issue Chair). Nearly 100% of Issue review work has been conducted using personal time and personal computer systems; even if this work had been conducted on employer time or using employer provided internet access, the required data usage may have been considered excessive by that employer.

**The Issue Chairs request that, prior to the 2018 Biennial Meeting, the EB consider and approve a method of providing required internet access to complete Issue review tasks.**

5. Committee report content.

At the conclusion of the 04/2016 EB Issue Report discussion, the topic of committee report content was introduced and the EB was asked to consider the extent of information needed in a final committee report.

Opinions have been expressed by some EB members that final committee reports can be too long, too complicated, and take too much time to review. While a few final reports are submitted to the EB for review, the majority are reviewed by Council members in conjunction with submitted committee Issues.

In 2016, draft committee reports ranged from a single statement indicating “charge complete” to multiple paragraphs describing the process and rationale used in developing final recommendations; reports that did **not** describe process and rationale were returned to committee chairs with a request for clarification.

The only reference found within the CFP governing documents related to final committee reports is in the Biennial Meeting/Conference Procedures (2014) and states:

*Committees that are assigned to a Council and Standing Committees that are submitting an Issue shall provide a final report of their activities to the Council with a recommendation in the form of an Issue submitted for Conference deliberation.*

The only existing guidance regarding committee final reports is imbedded into the *Final Committee Report Template* approved at the 04/2016 meeting.

**The Issue Chairs request that the EB develop guidance on the preparation of final committee reports.**

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