

Conference for Food Protection – Committee FINAL Report

Template approved: 08/14/2013

COMMITTEE NAME: Issue

COUNCIL or EXECUTIVE BOARD ASSIGNMENT: Executive Board

DATE OF REPORT: 03/11/2016

SUBMITTED BY: Vicki Everly and Cassandra Mitchell, Issue Co-Chairs

COMMITTEE CHARGE(s):

Constitutional Charge (ongoing charge; all tasks completed for this biennium by required deadline dates)

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.

Outstanding Charges Established by Issue 2012 II-008 (tasks not completed during this biennium)

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, 1EightyDesign

Established by Issue Committee Final Report Dated 04/01/2014 (charge completed with launch of updated websites in December 2015)

Upgrade and improve the online Issue Management Program (IMP) and Content Management System (CMS).

Assigned at August 2014 EB meeting (charge completed and approved by EB in August 2015)

Develop standard set of “reason” statements for “no action” decision by Council.

COMMITTEE ACTIVITIES AND RECOMMENDATIONS:

1. Progress on Overall Committee Activities

A. Issue related documents revised and approved by the EB during this biennium:

- 1) Issue Attachment Limitations (posted on CFP website prior to launch of 2016 Issue submittal process)
- 2) Issue Acceptance Criteria (posted on CFP website prior to launch of 2016 Issue submittal process)
- 3) Council Guidance when taking “no action” (added to guidance document to be provided to Council leaders for use during 2016 Biennial Meeting; see attached document for EB approval)
- 4) Issue Pre-submission Template (posted on CFP website prior to launch of 2016 Issue submittal process)
- 5) Issue Review Checklists: (both checklists posted on CFP website prior to launch of 2016 Issue submittal process)
 - (a) Independent (non-committee) submitted Issues
 - (b) CFP committee submitted Issues

B. Activities completed with participation by full Issue Committee:

- 1) Drafting of final wording recommendations for Council guidance when taking “no action” (June-July 2015; statements approved by EB August 2015).
- 2) Beta test of updated online Issue submittal process (November 2015).
- 3) Reviewing of “finalized” Issues submitted for the 2016 biennial meeting and recommending Council assignments (February 2016).

C. Activities completed by Issue Co-Chairs:

- 1) Worked with 1EightyDesign to redesign and upgrade the IMP and CMS websites (summer-fall 2015).

Major system improvements included:

- *Improved functionality for today's operating systems and devices.*
 - *Ability for two submitters to participate in the online review.*
 - *Access to all Issues and submitted documents by multiple Issue Reviewers.*
- 2) Conducted beta test of online Issue submittal process and worked with 1EightyDesign to improve system based on lessons learned during beta test (October-December 2015).
 - 3) Conducted conference call with CFP Committee Chairs, Council Chairs and Vice Chairs, Conference Vice Chair, ED, and EA to explain the process and steps in preparing and reviewing committee final reports and Issues (11/04/2015).
 - 4) Participated with Council Chairs in review of final committee reports, draft Issues, and content documents (December 2015-January 2016; see "Issue Review Time Tracking" and "Timeline of Committee Documents Submitted for Preliminary Review" at the end of this report).

NOTES:

- *The deadline for submittal of draft committee documents was 12/04/2016; however, due to lack of response, the deadline was extended by the ED to 01/04/2016.*
 - *Issue Co-Chairs devoted a total of 166 volunteer hours during 12 consecutive calendar days conducting preliminary document review; this does **not** include hours devoted by the Council Chairs and Vice Chairs during this stage of review.*
- 5) Conducted online Issue review (01/16/2016 through 02/18/2016); and Issue assignment process (02/18/2016 through 02/25/2016; see "Issue Review Time Tracking" at the end of this report).

NOTES:

- *A total of 126 Issue were submitted and 117 were finalized for council deliberation.*
 - *9 Issues were withdrawn: 5 were unused placeholders, 2 were duplicate committee Issues, 1 was a duplicate independent Issue, and 1 was combined with another Issue.*
 - *NO Issues were rejected.*
 - *49 Issues were submitted within the final 24 hours prior to the deadline (not including 12 placeholders submitted by Issue Chair); the last Issue was submitted just 2 minutes before the deadline.*
 - *2 CFP committees did not submit any Issues prior to the online deadline; 7 of the 12 placeholder Issues were subsequently converted to committee Issues.*
 - *Over 800 messages were exchanged with submitters via IMP; in addition, numerous concerns and document edits were handled via regular email. A few Issues were finalized with only 3 message exchanges, others required as many as 18 exchanges; the average was 6 message exchanges pre Issue.*
 - *Only 2 independent submitters required assistance with attaching documents; this was a major improvement from prior biennial meetings. However, numerous committees were confused about the attachment process: 3 committees required extensive instruction and one-on-one guidance, and Issue Co-Chairs eventually attached documents directly for 2 committees. Instructions related to attachments will be clarified for 2018.*
 - *3 Issue Reviewers devoted a total of 569 volunteer hours during 34 consecutive calendar days to finalize all Issues.*
- 6) Worked with ED and Conference Chair and Vice Chair to establish redaction protocol, and language explaining Conference practice, to not identify entities in a way that could be considered unfavorable or damaging. This concern is on the EB meeting agenda under "New Business."

NOTE: a total of 14 Issues were submitted requiring possible redaction; with one exception, all requests for redaction were fully addressed by the submitters. One submitter did not respond to repeated requests for redaction; following discussion with the ED, the required redaction was completed by an Issue Co-Chair and the Issue was finalized.

- 7) Ensured that constitutionally mandated Issue deadline dates were met:
 - (a) Provided ongoing reports to Council Chairs and Vice Chairs, Committee Whip, and ED regarding status of committee submitted Issues and documents.
 - (b) Sent multiple reminders of deadline dates and information required to submitters who were not responding.

- (c) Worked with Issue Committee, Council Chairs and Vice Chairs, ED, and EA to confirm Issue council assignments, sequence Issues, and prepare final Issue packets for posting on the CFP website.
 - (d) Worked with 1EightyDesign, ED, and EA to ensure final posting of Issues.
- 8) Assisted ED in establishing Issue deadline dates for 2016-2018 Master Calendar.
- NOTE: at the suggestion of the ED, the deadline to submit draft committee reports, Issues, and content documents for preliminary review has been advanced by one month; the intent is to provide time to complete ALL review and editing of committee documents and Issues PRIOR to online submission.*
- 9) Drafted documents for EB review and approval (*see requested action from Executive Board below*):
- (a) Guidance document on editing Issues in Council (*see attached*).
 - (b) Post-deliberation Issue tasks at biennial meeting (*see attached*).
 - (c) Revised *Committee Periodic Report Template* and *Final Committee Report Template* (*see attached*).
- D. Additional activities yet to be completed by Issue Co-Chairs during this biennium:
- 1) Assist Scribe Supervisor in reviewing and updating Scribe training documents.
 - 2) Process any late breaking Issues according to the Late Issue Submission Policy.
 - 3) Participate with EA and Council Chairs and Vice Chairs in Issue management tasks during the biennial meeting (*bullet points extracted from Issue Chair position description*).
 - *Review and edit all final Issue recommendations prior to printing or web posting to ensure Issues are in the approved format.*
 - *Reassign or transfer Issues between Councils as needed during Council deliberations by working with Council Vice Chairs to ensure that appropriate material is transferred to the new Council, and verifying that a notice has been posted.*

(*See also attached document titled "Post-deliberation Issue tasks at biennial meeting"*)
- E. Assigned charges **not** completed; these tasks will be addressed during the 2016-2018 biennium by working with the CBP Committee in re-organization of CFP governing documents (*from Issue 2012 II-008*):
- Review, consolidate, and update CFP governing documents, guidelines, and instructions regarding roles and responsibilities for each biennium.*
- *duties assigned to Issue Chairs and Issue Reviewers;*
 - *duties assigned to the Council Chairs and Vice Chairs;*
 - *duties assigned to members of the CFP executive team; and*
 - *duties contracted with contract website developer.*
- F. Special thanks are extended to the following individuals for assisting with Issue related tasks that were over and above their assigned CFP responsibilities:
- *Lee Cornman for assistance in preparing Issue and attachment documents for final review.*
 - *Terry Levee for reviewing all submitted attachments to identify those needing possible redaction.*
 - *Aggie Hale for managing the online review of 41 independent (non-committee) submitted Issues and for hosting a marathon multi-day Issue review meeting at her home.*
 - *Dave McSwane, John Luker, and Terry Levee for guidance in establishing protocol and descriptive language to explain Conference practice and concerns related to document redaction.*
 - *Kevin Hamstra of 1EightyDesign for ongoing assistance in quickly resolving challenges related to the online Issue programs.*

2. Requested action from Executive Board:

- A. Discussion and approval of attached guidance documents for use during the 2016 Biennial Meeting:
- 1) *Guidance on Editing "Recommended Solutions" in Council (see attached).*
 - 2) *Issue Tasks "Post Deliberation" at the CFP Biennial Meeting (see attached).*
- B. Discussion and resolution of identified challenges with the existing Issue process; some of these challenges have been identified in previous Issue final reports but remain unresolved.

- 1) Lack of overall understanding, acceptance, and respect for the Issue review process and tasks assigned by the Conference governing documents.

The Council Chairs and Issue Co-Chairs were faced with extraordinary challenges this biennium during the process of reviewing and finalizing committee documents. While it is difficult to "require" that volunteers perform specific duties, read provided instructions, or meet 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 Co-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.

- 2) Preparation and review of final committee reports and Issues. The discussion points below represent some of the challenges and hurdles during this year's review:
 - (a) CFP committees not meeting deadlines (*see "Timeline of Committee Documents Submitted for Preliminary Review" at the end of this report*); see requested action noted above.
 - (b) The Issue Co-Chairs request that the EB review and approve a revised *Committee Periodic Report Template* and revised *Committee Final Report Template* and instructions noted in red font (*see attached documents*); suggested changes are intended to:
 - *Provide a format to assist Council Chairs and Vice Chairs, and EB members in conducting a review to assess the current status of committee activities.*
 - *Include statement from the Biennial Meeting / Conference Procedures clarifying "ownership" of committee-generated documents.*
 - *Assist in providing accurate report and revision dates.*
 - *Re-title a report category from "General Description of Committee Structure" to "Committee Work Plan and Timeline" to be consistent with a specified duty from the Committee Chair Position Description.*
 - *Add documentation of an EB "approval date" requiring review AND approval of committee reports by EB vote; this requirement supports the Biennial Meeting / Conference Procedures which states: "The Conference Chair can send a report back to a Council Chair with a request that a committee work further on its report."*
 - *Assist Committees Chairs in transitioning information from periodic reports to the final report.*
 - *Clarify attachments and listing of committee Issues.*

Once approved, two versions of each report will need to be posted on the CFP website and made available to committee chairs; one version with the instructions (as currently noted in red font) and a second as a template without embedded instructions.

- (c) The Issue Co-Chairs request that the EB affirm, modify, or clarify the EB role in modifying or clarifying 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 2014 CFP Biennial Meeting / Conference Procedures 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:

"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 may also make it challenging for a committee to adequately address their charges.

- (d) The Issue Co-Chairs request that the EB affirm, modify, or clarify the following statement regarding committee generated documents (*extracted from 2014 Biennial Meeting / Conference Procedures; language originally adopted by EB 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.

- (e) The Issue Co-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:
- *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 attached “*Abbreviated Committee Report and Issue Review Process*” document created in 2013; please note that the IMP process now allows access to the Issue by both submitters.

- (f) Time commitment required to complete Issue review tasks in a narrow window of time (*see “Issue Review Time Tracking” at the end of this report*).

The current practice related to 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 extensive re-work by the committee and multiple rounds of review within a very brief timeframe.

The Issue Co-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).

- (g) New challenge in 2016 – 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 Co-Chairs exceeded their personal home internet data usage during this 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 Co-Chair). Nearly 100% of Issue review work is 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 Co-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.

CFP ISSUES TO BE SUBMITTED BY COMMITTEE:

There were NO Issues submitted by the Issue Committee or Issue Co-Chairs for the 2016 Biennial Meeting.

COMMITTEE MEMBER ROSTER (see attached):

Issue Committee membership has not changed since approved by the EB in August 2014.

The following information is presented for discussion purposes only (all data has been hand tabulated):

Issue History						
Issues	2016	2014	2012	2010	2008	2006
Submitted	126	114	120	90	116	Info not available
Finalized	117	92	111	86	112	111
Final Assignments by Council	I- 48 II- 28 III- 41	I- 35 II- 27 III- 30	I- 43 II- 38 III- 30	I- 26 II- 35 III- 25	I- 27 II- 57* III- 28	I- 41 II- 44 III- 26
Independent Submissions	80	50	61	44	41	50
Committee Submitted Issues	37	42	50	42	71	61
Committee Issues by Council	I- 14 II- 17 III- 6	I- 11 II- 20 III- 11	I- 13 II- 27 III- 10	I- 6 II- 20 III- 8	I- 8 II- 52 III- 11	I- 13 II- 41 III- 7
Final Issue Status	TBD	As submitted: 35 I- 11 II- 17 III- 7	As submitted: 36 I- 8 II- 20 III- 8	As submitted: 36 I- 4 II- 26 III- 6	As submitted: 36 I- 12 II- 33 III- 12	As submitted: 32 I- 13 II- 15 III- 4
		As amended: 25 I- 9 II- 9 III- 7	As amended: 47 I- 19 II- 12 III- 16	As amended: 28 I- 10 II- 7 III- 11	As amended: 51 I- 5 II- 24 III- 12	As amended: 50 I- 15 II- 25 III- 10
		No action: 33 I- 14 II- 2 III- 17	No action: 26 I- 16 II- 4 III- 6	No action: 22 I- 10 II- 3 III- 9	No action: 22 I- 10 II- 2 III- 10	No action: 29 I- 14 II- 5 III- 10
		Rejected by Assembly: 4 I- 3 II- 0 III- 1	Rejected by Assembly: 7 I- 5 II- 1 III- 1	Rejected by Assembly: 1 I- 0 II- 0 III- 1	Rejected by Assembly: 3 I- 1 II- 0 III- 2	Rejected by Assembly: 5 I- 3 II- 0 III- 2
	Earlier Biennial Meetings	2004	2002	2000		
	Council I Issues	31	40	59		
	Council II Issues	29	32	22		
	Council III Issues	35	40	25		
	Total Issues Submitted	95	112	106		

ISSUE REVIEW TIME TRACKING	Total	Hale	Mitchell	Everly
Preliminary Review of committee reports and Issues (prior to online submittal) ...December 29 to January 9 <i>Includes tracking, review, and communication regarding:</i> <ul style="list-style-type: none"> • 94 separate committee documents • 38 potential committee Issues • 400 total document pages 	166 hours* <i>(12 calendar days)</i>	n/a	64 hours <ul style="list-style-type: none"> • Secondary review of all committee submitted documents 	102 hours <ul style="list-style-type: none"> • Initial review of all committee submitted documents
Online Issue Review ...January 16 to February 18 <i>Includes tracking, review, and communication regarding:</i> <ul style="list-style-type: none"> • 126 submitted Issues; 117 Issues finalized • 62 individual submitters • 1,239 total document pages 	569 hours** <i>(34 calendar days)</i>	132 hours*** <ul style="list-style-type: none"> • Paper review of all independent Issues and attachments • Online management of 41 Issues and attachments 	169 hours <ul style="list-style-type: none"> • Paper review of committee Issues and attachments, and assigned Issues and attachments • Online management of 42 Issues and attachments 	268 hours <ul style="list-style-type: none"> • Paper review of all submitted Issues and attachments • Online management of 43 Issues and attachments • Final review of all edited Issues prior to finalization
Preparation of Issues for Posting ...February 19 to March 4 <i>Includes:</i> <ul style="list-style-type: none"> • Verification of finalized Issues and attachments for Issue Committee tasks • Preparation for Council Chair/Vice Chair conference call and Issue assignment process • Verification of PDF and direct link versions of final Issue packets prior to posting on CFP website 	81 hours <i>(14 calendar days)</i>	10 hours <ul style="list-style-type: none"> • Completed as part of EA duties, including set-up and participation in conference call, and posting of finalized Issues to CFP website 	25 hours	46 hours
Notes regarding Issue review time: * Does NOT include hours contributed by Council Chairs and Vice Chair during the review process. ** Does NOT include hours for Conference Vice Chair to review ALL attachments for possible redaction. *** Issue review is NOT part of the Executive Assistant (EA) assigned job duties; all hours are volunteer.				

Timeline of Committee Documents Submitted for Preliminary Review

The original target deadline to submit ALL draft committee documents for preliminary review was 12/06/2015

- 12/07/2015 – 1 report and roster received – comments returned by Issue Chairs on 01/06/2016
- 12/19/2015 – 1 report, roster, and Issues received – comments returned on 12/31/2015

On 12/22/2015, the deadline to submit documents was extended by the ED to 01/04/2016

- 12/23/2016 – 5 report, roster, content docs, and Issues received -- comments returned by Issue Chairs on 01/06/2015
- 12/27/2016 – 2 reports, rosters, content docs, and Issues received – comments returned on 01/06/2016
- 01/02/2016 – 2 reports, rosters, Issues, and attachments received – comments returned on 01/06/2016
- 01/04/2016 – 1 report, roster, and Issues received – comments returned on 01/09/2016
- 01/04/2016 – 2 Issues received for previously submitted report – comments returned on 01/07/2016
- 01/04/2016 – 1 guidance doc received for previously submitted report – comments returned on 01/09/2016

The extended deadline for submitting ALL committee generated documents was 01/04/2016

- 01/06/2016 – 2 Issues received for previously submitted report – comments returned by Issue Chairs on 01/09/2016
- 01/07/2016 – 1 report and Issues received – comments returned on 01/10/2016
- 01/08/2016 – 1 report and roster received -- comments returned on 01/09/2016
- 01/08/2016 – 6 draft Issues received for previously submitted reports – comments returned on 01/09/2016

Online Issue submission deadline was 01/15/2016

- 2 committees did not submit ANY Issues online prior to the deadline