

ISSUE PREPARATION & REVIEW – PROCESS & CHECKLIST

FOR THE 2023 CFP BIENNIAL MEETING

NOTE: THIS DOCUMENT COMBINES NON-COMMITTEE AND COMMITTEE SUBMISSIONS INTO ONE DOCUMENT

INTENT

The purpose of this document is to provide guidance in the preparation and review of Issues submitted to the Conference for Food Protection (CFP). This document is intended for both the first-time independent (non-committee) submitter and the experienced CFP Committee Chair. This document is also intended to assist Council Chairs in their preliminary review and approval of committee documents prior to Committee Chairs submitting their Issues online.

Because the amount of time available in Council to deliberate Issues is extremely limited, it is imperative that any written material presented to Council Members be as complete and clearly written as possible and in a consistent format for ease in readability. Issue Reviewers will examine each submitted document looking for ways to help improve clarity, increase readability and understanding, and minimize confusion during Council deliberation. The overall goal of Issue review is to ensure that all documents move forward in a manner that facilitates Council deliberation and to ensure that the final “recommended solution” provides specific and achievable direction.

The process of Issue preparation and review is *ONLY* conducted every two years; therefore, as much detail as possible has been incorporated into this document to help provide consistency. Included information is based on frequently asked questions from Issue submitters as well as common errors and omissions observed during previous review processes.

This “*Issue Preparation & Review – Process & Checklist*” is a living document that is updated for each Biennial Meeting to include changes to procedures, upgrades to the online Issue process, and lessons learned. Comments and suggestions for improvement are always welcome [by contacting the Issue Chair or Vice Chairs](#).

ISSUE CHAIR CONTACT INFO

Specific questions regarding Issue preparation and submission should be referred to the Issue Chair and Vice Chairs via email:

Patrick Guzzle (Chair) pguzzle@restaurant.org
Ann Johnson (Vice Chair) anna.johnson@fdacs.gov
Linda Zaziski (Vice Chair) linda.zaziski@LCEcorp.com

OVERVIEW

Contents of this document include:

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I. ISSUE TIMELINE – FOR 2023 BIENNIAL MEETING

SEPTEMBER 2022

- Council Chairs and Vice Chairs begin working with committees towards completing charges and preparing the final version of committee generated documents for submittal as Issues.
 - ✓ All committee generated documents *MUST* go through a formal review by the Council Chair (or Executive Director) *AND* Issue Chair(s) *PRIOR* to online submittal; documents needing review include committee reports, Issues, and all attachments.
- Conference call conducted to review preparation process, submittal requirements, and review process for final committee documents, including final report, Issues, and attachments; conference call participants include:
 - ✓ All CFP Committee Chairs, Co-Chairs, and Vice Chairs;
 - ✓ Council Chairs and Vice Chairs;
 - ✓ Issue Chair(s);
 - ✓ Issue Reviewers;
 - ✓ Committee Whip (Conference Vice Chair);
 - ✓ Executive Assistant; and
 - ✓ Executive Director.

Conference call will be scheduled and announced based on the best date for all participants.

OCTOBER 2022

- 2023 Issue submission documents become available online; including:
 - ✓ ***“Terms and Conditions for Issue Acceptance”***
 - ✓ ***“Issue Pre-submission Form”***
 - ✓ ***“Issue Preparation & Review – Process & Checklist”***
- “Committee FINAL Report Template”*** and instructions provided to Committee Chairs.

NOVEMBER 18, 2022 - FRIDAY

- Final committee reports (CFP Standing and Council Committees) and prospective committee Issues due to Council Chairs for preliminary review; reports and Issues from standing committees are reviewed by the Executive Director.
 - ✓ ALL committee generated documents *MUST* be submitted for preliminary review.
 - ✓ With the exception of material that is copyrighted and/or has registration marks, committee documents submitted via the online Issue process, including all work products (Issues, reports, and content documents) generated by a Conference committee become the property of the Conference.

NOVEMBER 29, 2022 – TUESDAY

- Council Chairs (or Executive Director) complete their review of committee reports and Issues and provide feedback to Committee Chairs.

DECEMBER 5, 2022 – MONDAY

- Revised final committee reports and Issues are submitted to the Issue Chair(s) for preliminary review and comment. Issue Chair(s) will endeavor to complete their preliminary review within 10 calendar days of receipt of documents. If needed, a conference call may be held between the Issue Chair(s), Council Chair, and a Committee Chair to help resolve questions or concerns.

UNIQUE REQUIREMENTS FOR STANDING COMMITTEES

- ✓ *STANDING COMMITTEE final reports are required to be submitted as an Issue ONLY when council action is required (e.g., to approve or modify a CFP governing document or policy); if NO council action is required, the final committee report is NOT submitted as an Issue but is submitted to the Executive Board for consideration during the Biennial Meeting.*
- ✓ *All CFP STANDING COMMITTEE generated documents submitted as an Issue MUST go through a formal review by the Executive Director and Issue Chair(s) PRIOR to online submittal; documents needing review include committee reports, Issues, and all attachments.*
- ✓ *For Standing committee reports and Issues, the Executive Director will fulfill the same review functions as the Council Chair.*

JANUARY 23, 2023 – MONDAY

Online Issue submission process opens

- ✓ Submitting Issues online in advance of the January 23, 2023 deadline is highly encouraged; submitters are able to access their Issues online and continue working on their Issues up until the deadline.
- ✓ **Committees:** ALL committee generated Issues and attachments **MUST** be approved by Council Chairs, prior to submitting via the online process.

CRITICAL NOTE TO ALL ISSUE SUBMITTERS

All communication during the Issue review process is via email and messages will be sent to the email address entered on the online Issue Submission Form.

*Prior to beginning the online Issue submittal process, it is recommended you contact your IT support to ensure your email “firewall” protocol does NOT prohibit receiving auto-generated emails via the Conference for Food Protection Issue Management Program from **issuechair@foodprotect.org**. If your email firewall blocks auto-generated messages, it may be necessary to use an alternate email address. In some cases, these messages may be routed to your inbox “spam” or “promotions” folder.*

JANUARY 23, 2023 – MONDAY

Deadline for online Issue submittal is 9:00 PM EST – this deadline applies to ALL Issues – those from CFP committees and independently submitted Issues.

- ✓ Committee submissions **MUST** include the Council Chair approved committee final report and all attachments.

NOTE: Issue submittal deadline is mandated to be not less than 90 days prior to Biennial Meeting. Issues submitted **AFTER** the deadline **MUST** meet the CFP **Late Issue Submittal Policy**.
www.foodprotect.org/media/policy/2013%20Late%20Issue%20Submission%20Policy.pdf

Issue Reviewers will begin the review process and work with Issue submitters and Council Chairs to clarify any questions. Submitters should receive their first email from an Issue Reviewer approximately 10 days after the submittal deadline.

FEBRUARY 17, 2023 – FRIDAY

Issue review is completed – ALL Issues are now “finalized” and in a format ready to present to Council.

- ✓ Once finalized, Issues **CANNOT** be modified except by Council during the deliberation process at the Biennial Meeting.

Finalized Issues are submitted to the Issue Committee members for recommended assignment to Councils; Council Chairs will make the final assignments for deliberation.

MARCH 13, 2023 – MONDAY

Issue packets available online.

NOTE: Issue packets are mandated to be available not less than 40 days prior to the Biennial Meeting. Packets will be posted on the CFP website and availability is announced via a blast email.

**Issue Preparation, Submission, and Review Calendar
for the 2022 Biennial Meeting**

November 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2022		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 Final Committee Reports and Issues due to Council Chair	19
20	21	22	23	24	25	26
27	28	29 Council Chairs and Conference Chair / Executive Director complete review of reports	3			

December 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Revised Final Committee Reports and Issues due to Issue Chairs	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Online Issue Submission Opens	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 Issue Submission process closes	24	25	26	27	28
29	30	31				

February 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

			1	2 Submitters begin receiving emails related to their Issues	3	4
5	6	7	8	9	10	11
<i>Early-February is the target to "finalize" all Issues and send them to the Issue Committee to determine Council assignments</i>						
12	13	14	15	16	17 Issue Review Complete	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13 Deadline to post Issue Packets online	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 Executive Board and committee meetings	24 Biennial Meeting convenes	25 Council deliberations begin	26 Council deliberations continue	27 Council deliberations conclude	28 Assembly of State Delegates and Biennial Meeting adjourns	29

II. PREPARING AN ISSUE FOR SUBMISSION

QUICK SUMMARY

- *Preparing an Issue in advance of the online submittal date is HIGHLY RECOMMENDED.*
- *Please read and follow instructions – documents and instructions are reviewed and updated for each Biennial Meeting; the most current approved version of **Terms and Conditions for Issue Acceptance** is available at www.foodprotect.org/about/issue-submission/.*
- *Please ask questions – the Issue Chair and Vice Chairs are available to answer questions and provide guidance.*

What is a CFP “Issue”?

The word **Issue** (capitalized) has a very specific meaning in the Conference for Food Protection, especially in conjunction with a Biennial Meeting. An “Issue” is a topic submitted for consideration to the Conference by any interested party addressing an identified concern related to retail food safety and offering a recommended solution to that concern. An Issue proposal includes the official Issue Submission Form and all supporting documentation.

While Councils debate a variety of topics and **issues** (lower case), a CFP **Issue** (capitalized) is a formal document that is presented to a Council for deliberation that outlines a specific food safety concern, rationale, and recommended solution.

Using the same word with very different meanings in a single document (or single sentence) can lead to confusion and misunderstanding. Here are two examples frequently found in **Issue** submissions that require clarification during the **Issue** review process:

“The committee identified and discussed a number of issues during the past biennium....”

*Here’s the confusion: Did the committee identify **Issues** (capitalized) that need to be brought forward for deliberation by Council... and if so, those **Issues** (capitalized) need to be identified in the committee’s final report and submitted online. OR... did the committee simply discuss a number of different topics during their work to complete the charges assigned during the past Biennial Meeting.*

“The issue of _____ is critical to food safety. This issue is concerning the issue of _____....”

There may be confusion about which of these “issues” is the actual topic to be debated by Council.

In preparing narrative for Issues (capitalized), we encourage the use of alternative terms whenever possible to describe discussion points or issues (lower case); for example:

✓ Topic ✓ Challenge ✓ Question ✓ Concern ✓ Point of consideration

Independent (non-committee) Issues

Issues and supporting documents submitted to the Conference by an independent entity or individual reflect **ONLY** the submitter’s ideas, values, opinions, and findings and those documents do not become the property of the Conference.

An independent entity or individual who submits an Issue with attached documentation gives their automatic consent to the Conference to publish that information for deliberation and dissemination.

CFP Committee Issues and Documents

Issues may be submitted by any CFP Standing Committee or Council Committee. Any committee submitted document 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 documents submitted via the online Issue process, including all work products (Issues, reports, and content documents) generated by a CFP committee become the property of the Conference.

Additional requirements for CFP committee Issues are included in Section III of this document.

The information in this section is used as a “CHECKLIST” during review of ALL submitted Issues and content documents.

A. ISSUE SCOPE

The “scope” of an Issue is one of the *MOST* critical aspects of any Issue. Limiting the scope **AND** clearly defining the intent of each Issue will facilitate a logical and sequential deliberation within Council.

- 1) To facilitate the deliberation process, it is recommended to separate Issues that contain multiple unrelated actions or directives; single Issues containing more than one recommendation can be cumbersome to deliberate and may lead to confusing or contradictory final recommended solutions.
- 2) If an Issue was submitted for consideration at a previous Biennial Meeting, the *NEW* submission should contain additional clarifying information or attachments not previously submitted that support the recommended solution.
- 3) Once the online Issue submittal deadline has passed, the automated process does *NOT* allow the submission of additional Issues – Issues *CANNOT* be divided into multiple Issues after the deadline has passed.

B. CONTENT, CLARITY and READABILITY

The overall goals of Issue review are to increase readability and understanding of an Issue, and to help minimize questions and confusion during Council deliberation. Issue Reviewers look critically at each Issue and each attached content document to try to identify areas where edits or additional information could help clarify and improve the Issue.

Because the final Issue documents that are presented for deliberation in Council are generated directly from the “finalized” online submission, it is important that a document’s formatting and flow of information be straightforward and consistent to help minimize confusion about the Issue’s intent, and to help ensure the reader’s focus is on the Issue “content” and is not distracted or confused by inconsistencies.

- 1) General review for content and clarity; includes verification of:
 - a) Completion of all sections of the Issue Submission Form.
 - b) Meeting minimum requirements and adherence to CFP policy and procedure:
 - i) **Terms and Conditions for Issue Acceptance** as posted on the CFP website. www.foodprotect.org/about/issue-submission/
 - ii) **Commercialism and Comity Policy**. The Conference may *NOT* endorse the use of a product, process, or service by brand name; brand names may *NOT* be used in an Issue, rationale, or solution. www.foodprotect.org/media/site/cfp-comity-commercialism-final-approved-8-2017.pdf
 - c) Correct spelling and grammar usage.
 - i) Correct and consistent use of punctuation, capitalization, etc.
 - ii) Correct use of organizational terminology and titles (e.g., “Conference” or “Conference for Food Protection” when referring to the organization; “Biennial Meeting” when referring to the 2023 meeting in Houston or the subsequent Biennial Meeting in 2025; use of the term “Conference” for the “Biennial Meeting” is *NOT* correct).
 - iii) Narrative is gender non-specific.
 - iv) Acronyms are appropriately spelled out.
NOTE: An acronym may be used in the Issue title for brevity but *MUST* be spelled out when first used in the Issue narrative and again in the recommended solution.

d) Appropriate text and formatting:

- i) Consistent use of text formatting and special symbols such as:
- ✓ Quotes or italics for document titles and organism names.
 - ✓ Use of numerals or spelling out numbers in narrative is at the discretion of the submitter; using both formats for the same number is required *ONLY* when needed to ensure clarity.
 - ✓ Any outline numbering is consistent and logical.
 - ✓ The use of a superscript “degree” symbol (°) is not required when indicating temperatures as long as the context is clearly understood.
 - ✓ Use of the symbol for “section” (§) (e.g., used as a Food Code reference) is acceptable when it precedes a specific section number.
 - ✓ Use of **bold** and CAPITAL text format is used *ONLY* for emphasis *OR* if required to replicate the exact format of an existing document.

NOTE: *The use of italics and “all caps” font has a specific meaning in the Food Code; therefore, these formats should NOT be used solely for emphasis in a recommended solution that quotes the Food Code. When quoting the Food Code, it is NOT necessary to replicate the exact font format unless needed to understand context.*

- ii) Attached multiple page documents contain page numbers (“page __ of __” is the preferred format).

- iii) Correct strikethrough and underline format is used when specific edits to existing documents are proposed (e.g., Food Code, CFP documents); new or proposed language is to be underlined and ~~strikethrough~~ used for existing language to be deleted (do *NOT* use “track changes”).

- e) The most current published version of a document *MUST* be used and correctly referenced (e.g., *2017 Food Code*, or *Supplement to the 2017 Food Code*). Once a document has been identified, it is not necessary to repeat the full document title in subsequent narrative as long as the referenced context and intent is clearly understood. **EXCEPTION:** *The Issue “Recommended Solution” becomes a stand-alone document; therefore, referenced documents MUST be appropriately identified again in this section of the Issue.*
- f) Referenced web links include a full and accurate web address, document title (if needed for clarity), and are accessible.

NOTES ABOUT ONLINE FORMATTING CHALLENGES

- ✓ *All submitted documents are auto-converted to PDF for posting on the CFP website. This conversion removes all hyperlinks; therefore, a full web address MUST be included in the Issue narrative and in all attachments containing web references.*
- ✓ *There are two features frequently used in Microsoft Word that are NOT available in the program used for Issue submission:*
 - 1) *Indents and multilevel outlines created in Microsoft Word do NOT convert when entered into the online submission form; in most cases, all outlining and bullets will be flush-left in the final document.*
 - 2) *Footnotes and endnotes cannot be automatically created. A “workaround” footnote can be created within each Issue section by use of a superscript number in the narrative and then referencing that number with descriptive narrative in the final paragraph(s) of that Issue section.*
- ✓ *When using “cut and paste” to move text from one document into the online Issue Submission Form, all extraneous formatting MUST be removed (e.g., paragraph marks at the end of each line of text).*
- ✓ *Issue Reviewers will work with submitters to “fix” challenges in formatting Issue narrative.*

C. ISSUE SUBMISSION FORM

1) Previous Issue Submittal

NOTE: The “Previous Issue Submittal” check boxes do NOT apply to committee Issues.

To provide guidance to Council Members in their preparation for Issue deliberation, submitters are asked to indicate if their Issue had been submitted for consideration at a previous Biennial Meeting. If so, the following information is required:

- a) Complete Issue number, including the year (e.g., 2016-II-001).
- b) If new or additional information has been included or attached to this submittal.
- c) If the “recommended solution” has been revised since the last submission.

2) Issue Title

- a) Limited to 75 characters. Use appropriate upper and lower case.
- b) Title uniquely describes the purpose of the Issue. Issue titles may be modified by the Issue Chair(s) for clarification in the event of duplicate submissions.
- c) Issues recommending a change to the Food Code should include the term “Amend Food Code” in the title.
- d) Once finalized, an Issue title CANNOT be changed.

NOTE: If the intent of an Issue is modified during Council debate, the Council Chair will direct the Council to provide clarification within the final “recommended solution” that reconciles the new Issue content and the existing Issue title.

3) Issue you would like the Conference to consider

- a) Brief description of the specific problem or concern, clearly stated and easily understood.

4) Public Health Significance

- a) Describes impact on industry, regulatory agencies, and other members of the retail food safety community.
- b) Is clearly stated and easily understood.
- c) May include reference to or excerpts from attached supporting materials.

Please refer to the document titled “Issue Preparation & Review – Process & Checklist” for guidance.

**Conference for Food Protection
2020 Biennial Meeting - Issue Submission Form**

It is the policy of the Conference for Food Protection to not accept Issues that would endorse a brand name or a commercial proprietary process. Issues where brand names are used in the Issue, rationale, or solution will be rejected.

To provide guidance to Council in their preparation for Issue deliberation, please check if applicable:

This Issue was submitted for consideration at a previous biennial meeting; see Issue # _____ (insert year and final assigned Issue number).

New or additional information has been included or attached.

Recommended Solution has been revised since previous submission.

Title: _____

Issue you would like the Conference to consider: _____

Public Health Significance: _____

Recommended Solution:
The Conference recommends.... _____

Attachments:
Content Documents: (documents requiring Council review; approval or acknowledgement is requested in the recommended solution above) _____

Supporting Attachments: (documents submitted to provide background information to Council) _____

Submitter Information:
 I am a first time Issue submitter
NOTE: checking the “first time submitter” box will enable the assigned Council Chair to contact you in advance of the Biennial Meeting to answer any questions about the process involved in presenting an Issue to Council. Checking this box is for Council Chair information only and is NOT included in the final Issue document presented to Council.

Contact information entered below will remain with the final Issue submission posted and archived on the CFP website.

	Contact #1	Contact #2
Name		
Organization		
Address (line 1)		
Address (line 2)		
City / State / Zip		
E-mail		
Telephone		

Approved August 2017, Updated October 2019

ADDITIONAL REQUIREMENTS FOR CFP COMMITTEES

See Section III of this document for requirements for committee Issue titles.

NOTES ABOUT ENDORSEMENTS

- ✓ Endorsements by an organization, agency, or individual can be referenced in the “Issue to Consider” section **OR** in the “Public Health Significance” section, as appropriate.
- ✓ Endorsement letters or copies of email communication may be submitted with an Issue as a supporting attachment.
- ✓ Endorsements are NOT to be placed within an Issue’s “Recommended Solution.”

5) **Recommended Solution**

ALL Issue recommended solutions begin with the auto-generated words “The Conference recommends...”

NOTE: The “recommended solution” of an Issue needs to be regarded as a “stand-alone” document. It is the ONLY portion of the Issue Submission Form forwarded to the Assembly of Delegates after Council deliberation and recorded in the final Conference Proceedings.

a) Rationale should be succinct but sufficiently detailed to cover all aspects of the recommended solution. Re-stating extensive narrative from the sections titled “Issue for the Conference to Consider” or “Public Health Significance” is generally NOT allowed.

b) Whenever possible, an Issue should focus on a concept rather than on extensive language changes; doing so helps keep the Council debate focused on the intent of the Issue recommendation rather than grammar or wordsmithing.

i) A recommended solution may, but is not required to, propose specific wording changes to an existing document. A recommendation may be submitted as an explanation of the overall concept. For example:

“The Conference recommends a letter be sent to the FDA and USDA encouraging them to work together and bring to the 2020 Biennial Meeting of CFP a proposal to clarify....”

ii) When a recommended solution includes **specific** edits, relevant provisions from the source document are to be replicated using ~~strikethrough~~ and underline font format for any recommended change (do NOT use “track changes”). For example:

“The Conference recommends that a letter be sent to the FDA requesting that Section X-XXX.XX of the most current edition of the Food Code be amended as follows (new language is underlined; existing language to be deleted is in strikethrough format): ...”

Then list specific recommended language changes using underline and strikethrough format.

c) Recommended solution **MUST** contain a single option for deliberation by the Council; ~~Issues offering “either/or” options (i.e., giving the Council more than one option to select from) will NOT be accepted.~~ Circumstances might dictate (supplemental information after the Issue was submitted), Alternative or optional “recommended solutions” can be submitted as follows: As a supporting attachment to the Issue (see instructions in Section II.D of this document on “Supporting Attachments”) and referenced in the “Issue to Consider” section.

ADDITIONAL REQUIREMENT FOR CFP COMMITTEES

All recommendations made by a committee MUST be included in the committee final report AND specifically captured within the recommended solution of a subsequent Issue.

i) As supplemental information presented to the Council during deliberation at the Biennial Meeting (see instructions in Section VI of this document on “Issue Deliberation in Council”). **Issue submitter must be prepared to present additional or amended language as part of the Issue deliberation process.**

NOTES REGARDING ISSUES to AMEND the FDA FOOD CODE

✓ *Whenever possible, an Issue should focus on a “concept” rather than on extensive language changes; doing so helps keep the Council debate focused on the intent of the Issue recommendation rather than grammar and wordsmithing.*

Does this need to be fixed? Council has limited time. Alicia – move section to previous page where idea of concept comes first. Glenda – suggested language to help target the concept.

✓ *Ensure that the correct text and full provision number is quoted (including any digits and parenthetical letters or numbers following the decimal point).*

- ✓ If recommended changes impact multiple sections of the Food Code, the Issue recommendation may be submitted as an explanation of the overall concept without including specific language changes for each and every impacted Food Code provision.
- ✓ The generic term “section” (not capitalized, and used without quote marks) can be used to refer to any provision of the Food Code cited in an Issue. Although the Food Code is based on a specific structural nomenclature, use of the specific structural term is NOT required in an Issue submission; however, if a specific term is used (other than the lowercase term section), the correct term MUST be cited. The structural nomenclature of the Food Code is as follows:

Chapter	9	Section (§)	9-101.11
Part	9-1	Paragraph (¶)	9-101.11(A)
Subpart	9-101	Subparagraph	9-101.11(A)(1)
- ✓ Replicating exact Food Code formatting such as italics, indents, ALL CAPS for defined terms, and superscript designation for priority or priority foundation items is NOT required unless it is needed to understand the context of the recommended solution.

- d) When the recommended solution is to form a committee, a specific committee name is not required; but the intent of the committee and desired outcome *MUST* be specified.
- i) All proposed charges and directives *MUST* be numbered; *NOT* bulleted. The purpose of using a number format is for ease of reference and to help avoid confusion during Council deliberation.
EXCEPTION: Directives to edit specific language within an existing document (e.g., Food Code) MUST replicate the document’s existing numbering or bulleted format.
- ii) All proposed charges *MUST* be specific and achievable AND include a requirement to report the committee’s findings and recommendations at the next Biennial Meeting.
- iii) A proposed charge to create a “guidance” or “best practice” document *MUST* include the target audience for that document (e.g., industry, regulators, food safety trainers, retail chain facilities, independent operators, or all food safety professionals); identifying the target audience helps the assigned committee understand the Council’s intent for the final document.
- e) After Council deliberation, the final “Recommended Solution” becomes a stand-alone document; therefore, acronyms *MUST* be spelled out when first used in this section of the Issue. *EXCEPTIONS: FDA, USDA, CDC, EPA, CFP, HACCP, FSIS, CFR*
- f) **SPECIFIC** direction(s) *MUST* be given to the Conference regarding final disposition of the Issue recommendation. Assigning a specific person or position in the Conference to accomplish a requested task is generally *NOT* needed. Example directives include:
- “...a letter be sent to the FDA requesting that section _____ of the most current edition of the Food Code be amended as follows: _____.”
- “...a letter be sent to the FDA requesting an interpretation that clarifies/explains _____ and that the final interpretation document be posted to the Food Code Reference System.”
- “...a letter be sent to the FDA, USDA, and CDC requesting that further investigation be conducted to study (or determine, resolve, etc.) _____.”
- “...modified language be incorporated into _____.”
- “...final document titled _____ be posted on the CFP website in _____ format.”
- “...a committee be created to study _____ and charged to _____.”

6) **Submitter information**

First-time submitters – checking this box allows the Council Chair to make contact in advance of the Biennial Meeting to answer questions about presenting Issues to Council.

Provide submitter name(s) and contact information in the designated spaces. It is *HIGHLY RECOMMENDED* that contact information for a second (back-up) submitter be provided; both submitters will be allowed access to online editing of the Issue during the review process. *ONLY* the submitters and Issue Reviewers have the capability to edit or modify an Issue during the online review process; the system does *NOT* allow access to other users.

ADDITIONAL REQUIREMENTS FOR CFP COMMITTEES

- ✓ *Committee Chair(s) are listed as the “submitter” (e.g., Jane Doe, Chair)*
- ✓ *Committee name is listed as the “organization” (e.g., ABC Committee).*
- ✓ *Employer information is NOT listed as the organization; however, employer recognition may be included on the first address line.*

Example

Submitter: Jane Doe, Chair
 Organization: ABC Committee
 Address: XYZ Company (or agency)
 Address: 456 Any Lane, Any Town, State

D. ISSUE ATTACHMENTS

CRITICAL INFORMATION ABOUT ATTACHMENTS

- ✓ *ONLY Microsoft Word and PDF documents may be submitted as Issue attachments.*
- ✓ *Due to challenges in maintaining formatting, it is REQUIRED that documents with specialized formatting be converted to PDF before submitting online as an Issue attachment; in this situation, an editable version of content documents MUST be made available to the Council Chair in a format compatible with Microsoft Word to allow editing during Council deliberations.*
- ✓ *Reference to the actual document title of the specific attachment must be in the Issue narrative. When multiple attachments are submitted for a single Issue, the submitter is required to enter a reference number for each attachment (**must be a whole number; not a letter**). The online program automatically sorts attachments based on that reference number. The reference number appends the document title in the online posting of Issues; however, it is not retained in PDF configurations. Therefore, reference to an attachment by “number” in the Issue narrative is NOT recommended.*

1) **Types of attachments** – Content Documents and Supporting Attachments

- a) **“CONTENT DOCUMENTS”** – this is a body of work (generally created by a CFP committee, but may be created by an individual submitter) that *MUST* be reviewed *AND* approved or acknowledged via the Council deliberation process (e.g., guidelines, policy documents, suggested revisions to existing documents or regulatory codes).

- i) Content documents *MUST* adhere to *ALL* submittal requirements including grammar, formatting, and readability.
- ii) Guidance documents should include a statement indicating the target audience to help provide context (e.g., industry, regulators, food safety trainers, retail chain facilities, independent operators, or all food safety professionals).
- ii) Any recommended solution to adopt or approve a content document *MUST* also state how the final document is to be posted on the CFP website, such as:
 - (1) Posted in PDF only.
 - (2) Posted in a specific editable format (e.g., Microsoft Word, Excel, or PowerPoint).
 - (3) Posted in both PDF and a specific editable format.

It is *NOT* necessary to state a specific page on the CFP website for the posting.

- b) **“SUPPORTING ATTACHMENTS”** – this is information presented *ONLY* to assist in understanding the specific Issue (e.g., abstracts, articles, studies, reference material, endorsements, alternative “recommended solutions”). Supporting attachments are allowed *ONLY* in PDF format.

- i) Supporting attachments are *NOT* reviewed for content.
- ii) Supporting attachment review is limited to verifying that the document:
 - (1) is relevant to the submitted Issue;
 - (2) is correctly referenced and titled in the Issue;
 - (3) opens and prints in a readable format; and
 - (4) does *NOT* violate the CFP **Commercialism and Comity Policy**.
www.foodprotect.org/media/site/cfp-comity-commercialism-final-approved-8-2017.pdf
- iii) Supporting attachments available online:
 - (1) Large documents readily available online (e.g., Food Code, Code of Federal Regulations) are *NOT* to be attached in their entirety; they should be referenced *ONLY* by a full web address, document title, and a notation of the specific page and/or identifying section or reference number.
 - (2) When submitting multiple online documents as supporting attachments, a single page PDF listing document titles and full web addresses is recommended. It is also recommended that a brief summary of the document be included, when necessary, to help provide context.

ADDITIONAL REQUIREMENTS FOR CFP COMMITTEES

- ✓ Content documents are part of the committee final report and are normally “attached” *only once* to the first committee Issue as a supplement to the committee report. Content documents include the committee final report and committee roster
- ✓ In subsequent committee Issues, the attachment is to be *referenced* (NOT attached a second or third time) using the exact name of the attachment and the name of the Issue where the attachment can be found.
For example: “See Issue titled: Report – ABC Committee; Attachment title: XYZ”
- ✓ Committee meeting minutes are *NOT* content documents and are not to be presented in the body of a committee report, but may be submitted as a supporting attachment.
- ✓ ANY supporting attachment submitted by a committee *MUST* also contain a statement indicating that the document **“may not represent the views of the Conference for Food Protection.”**

2) Attachment Format

- a) All attachments *MUST* be submitted in one of the following formats:
- i) Microsoft Word (.doc or .docx).
 - ii) Portable Document Format (PDF); this is the *ONLY* format allowed for supporting attachments.
- b) Any content document submitted as a PDF *MUST* also be made available by the submitter to the Council Chair in a format compatible with Microsoft Word to allow editing during Council deliberations.
- ✓ The Council Chair *MUST* be notified in advance of the Biennial Meeting if a content document has been created in a format other than Microsoft Word to ensure arrangements are made so the document can be viewed and edited in Council.
- c) Attachments should use a header or footer that includes the document title and page numbers for multi-page documents ("*page __ of __*" is the preferred format).
- d) To avoid confusion and to facilitate debate, the title of each attachment *MUST* be specific *AND* consistently referenced throughout all material submitted with an Issue.
- e) Attachments over 2 megabytes (2 MB) *MUST* be divided into multiple smaller documents in a logical sequence.
- f) Macros are to be removed from attached documents.

NOTE TO CFP COMMITTEES

Council Chairs will work with Committee Chairs and the Issue Chair(s) to determine the best format and method of attaching documents to their committee Issues.

III. ADDITIONAL REQUIREMENTS FOR CFP COMMITTEE SUBMITTED ISSUES

Independent Issue Submitters should proceed to Section IV of this document.

QUICK SUMMARY

Preliminary review of the final draft of ALL committee documents is conducted to ensure that:

- ALL assigned committee charges are addressed and ALL portions of the submittal forms are complete.
- Narrative is a clear, logical, and complete description of committee process, activities, and recommendations.
- Attachments are correctly named, presented in a logical manner, and in a readable format.
- Final committee report follows the approved format and is submitted as an Issue to acknowledge the report and thank the committee members.
- ALL committee recommendations are submitted as subsequent Issues.
- Future of committee and any incomplete charges are addressed.

The Committee Chair is responsible for ensuring their committee Issues and documents are submitted by stated deadlines and meet ALL submittal and acceptance criteria. This includes working with their Council Chair and the Issue Chair(s) to edit documents as necessary to ensure clarity, readability, understanding, and completeness. The Conference Vice Chair serves as the Committee Whip and works closely with Council Chairs on the disposition of Issues and the reporting of committee activities.

The “**Committee Chair Position Description**” (approved by the CFP Executive Board) allows a chair to make non-substantive changes to committee documents during this review and editing process without requiring committee member approval. Examples of non-substantive changes include reorganization of information, insertion of missing information, and scrivener's errors. Any substantive changes, such as a change of purpose, intent, or direction, shall be submitted to committee members for their approval with a 48 hour response time requirement; a majority vote of those that respond shall deem documents as “approved.”

A. CREATING ISSUES

The majority of committees will submit more than one Issue.

NOTE: Standing Committee final reports are required to be submitted as an Issue ONLY when Council action is required (e.g., to approve or modify a CFP governing document or policy). By the designated deadline, all Standing Committees are required to submit their final committee report, prospective Issue(s), and any accompanying documents to the Executive Director for review and approval.

1) Committee Issue Titles

Committee submitted Issue titles **MUST** use a standardized “prefix”:

- a) Report – _____ (insert committee name)
- b) Re-Create – _____ (insert committee name)
- c) Report and Re-Create – _____ (insert committee name)

NOTE: this dual format is rarely used; see Issue Chair(s) for guidance

- d) For subsequent committee Issues, use of a preceding committee title, acronym, or abbreviation followed by a number is required (e.g., “FPMCC 2” for the second Issue submitted by the Food Protection Manager Certification Committee).

NOTE: Issue Chair(s) can assist Committee Chairs with an appropriate prefix and numbering. The purpose of the prefix is to make it easier to locate a specific committee Issue among the many Issues under consideration at each Biennial Meeting.

2) First Committee Issue

The first committee Issue is the presentation of the committee final report. The “recommended solution” of the first committee Issue contains four (4) elements:

- a) Acknowledgement of attached committee report (reports are “acknowledged,” they are NOT “accepted” or “approved” as this implies the entire content of the report has been debated and agreed upon by Council).
 - ✓ See “**Committee FINAL Report Template**” and Instructions (~~available on the CFP website~~ <http://www.foodprotect.org/report-templates/>).

b) Thank you statement to committee members.

c) Specific direction regarding the future of the committee, such as:

- i) Committee to be disbanded; all assigned charges have been completed (disbanded committees may NOT have continuation or new charges).
- ii) Committee to be re-created, along with specifics regarding:
 - ✓ Continuation or carryover charges (i.e., incomplete or ongoing charges assigned at the previous Biennial Meeting). When a committee is “unable to reach consensus,” it means that charge is incomplete and needs to be continued into the next biennium.

NOTE: If a decision to re-create a committee is dependent on the outcome of a subsequent (separate) Issue, the continuation charges and the report back requirement should be submitted as its own (separate) subsequent Issue and NOT included within the first committee Issue.

- ✓ Newly created charges (not previously assigned to the committee). All charges need to be specific and achievable.

NOTE: Newly created charges (not carried over from the previous Biennial Meeting) that the committee would like to address during the next biennium are usually included in a subsequent (separate) Issue, especially if it is anticipated the new charge(s) will result in debate within Council.

- ✓ Requirement to “report back to the next Biennial Meeting.”

EXCEPTION: Standing Committees automatically continue from one biennium to the next and are NOT re-created. NEW charges that a Standing Committee would like to address during the next biennium and ALL continuation charges (whether assigned by the Executive Board or via a CFP governing document) MUST be addressed in the committee’s final report. The requirement for a Standing Committee to submit an Issue addressing new or continuation charges will be determined by the Executive Director in consultation with the Conference Chair.

d) List of ALL attachment titles, including:

- i) Committee final report.
- ii) Committee Roster. Must be attached as a PDF using the approved “**Committee Members Roster Template**” (~~available on the CFP website~~ <http://www.foodprotect.org/report-templates/>). Roster MUST be in landscape orientation with ALL columns fitting on a single page width, and limited to the following information:

Committee Name:								
Last Name	First Name	Position (Chair/Member)	Constituency	Employer	City	State	Phone	Email

iii) Committee generated “Content Documents.”

- ✓ Content documents contain work which MUST be reviewed and approved or acknowledged via the Council deliberation process, such as reports, guidelines, policy documents, or revisions to existing documents and regulatory codes.
- ✓ All submitted documents are auto-converted to PDF format prior to posting the Issues online. Content documents with extensive formatting are required to be converted to PDF PRIOR to online submission to retain intended formatting.

- ✓ Content documents submitted only in PDF *MUST* be provided to the assigned Council Chair in an editable format *PRIOR* to the Council deliberations.
- iv) “Supporting Attachments.”
 - ✓ Supporting attachments include information presented *ONLY* to assist in understanding the specific Issue, such as abstracts, articles, studies, and endorsements.
 - ✓ Committee meeting minutes may be included as a supporting attachment but are *NOT* allowed to replace a narrative description of committee activities in the final committee report.

NOTE: Supporting attachments can *ONLY* be submitted in PDF format.

3) Subsequent Committee Issue(s)

The actual number of subsequent Issues submitted by each committee will depend on the work completed by that committee and their final recommendations. *ANY* recommendation from a committee that is referenced in their final committee report *MUST* be submitted as a subsequent Issue. Committee generated documents, or specific elements of a committee report that need to be formally debated and approved, are also required to be submitted as subsequent Issues; examples include:

- a) Policy or guidance documents created by the committee.
 - ✓ It is recommended that a separate Issue be submitted for each independent document.

EXCEPTION: Large documents divided to meet attachment size restrictions should be presented within a single Issue.
- b) Committee recommendations regarding controversial or substantial changes to policy or practice.

EXCEPTION: Non-substantive changes can be presented together as a single Issue (e.g., grammatical or editorial changes to existing approved documents); however, non-substantive changes should *NOT* be presented with substantial changes in the same Issue.
- c) New charges assigned to a re-created or standing committee.
 - ✓ All charges need to be specific and achievable and include a requirement to report the committee’s recommendations at the next Biennial Meeting.

NOTE: The actual number of subsequent Issues submitted by a committee are determined on a case-by-case basis, depending on the complexity of the information to be presented; the Issue Chair(s) and Council Chairs can assist Committee Chairs in determining the best approach to submitting their committee Issues.

B. PRELIMINARY REVIEW and APPROVAL

NOTE: See “Issue Timeline” at the beginning of this document for specific due dates.

ALL committee generated documents are subject to a formal “off-line” preliminary review process; this includes review and approval of the final committee report, committee roster format, guidance documents, and all committee Issues.

Committee generated documents are *NOT* to be submitted online until a preliminary review has been completed and approval is granted by the respective Council Chair.

- 1) During the preliminary review process, Council Chairs serve as the primary contact with their Committee Chairs. Council leaders (Council Chair and Vice Chair) and the Issue Chair(s) serve as reviewers of committee generated documents; for CFP Standing Committees, the Executive Director will fulfill the same review functions as the Council Chair.

Step 1: Council leaders review draft (editable) documents from their assigned committees and provide feedback to Committee Chairs.

- Step 2:** Committee Chairs edit and revise documents based on feedback from Council leaders.
- Step 3:** Revised (editable) documents are forwarded by the Council Chair to the Issue Chair(s) for their preliminary review and comment. Issue Chair(s) will return comments directly to the Council Chairs and copy the Committee Whip (Conference Vice Chair) with all documents.
- Step 4:** The Council leaders will work with Committee Chairs to reconcile any comments or suggested edits from the Issue Chair(s), and assist Committee Chairs in preparing final documents for online submittal.
- Step 5:** Council Chairs will notify the Issue Chair(s) and Committee Whip via email when the preliminary review process for each committee is complete and approval has been given for online submittal; a copy of the final committee documents approved by the Council leaders will be forwarded via email by the Council Chair to the Issue Chair(s) and Committee Whip.
- 2) During the review and editing process, Committee Chairs may make non-substantive changes to committee documents *without* requiring committee member approval (e.g., reorganization of information, insertion of missing information, scrivener's errors). Any substantive change (i.e., change of purpose, intent, or direction) shall be submitted to committee members for their approval with a 48 hour response time requirement; a majority vote of those that respond shall deem documents as "approved."
 - 3) When editing documents during the preliminary review process, "tracked changes" should be used whenever possible; however, once document review is complete, all track changes and comments *MUST* be accepted or removed by the Committee Chair (or document author) before submitting committee documents online.
 - 4) Preliminary review process *MUST* be completed far enough in advance to allow Committee Chairs to meet the online Issue submittal deadline.
 - 5) Committee Issues should *NOT* be submitted online until preliminary review is completed and documents are approved by the Council Chair. Online review by the Issue Reviewer will *NOT* begin until approval of documents is granted by the Council Chair and a copy of final approved documents are provided to the Issue Chair(s) and Committee Whip.
 - 6) Any substantive change (i.e., change of purpose, intent, or direction) made to a committee report, document, or Issue *AFTER* the preliminary review process is complete *MUST* be approved by the respective Council Chair.

IV. SUBMITTING AN ISSUE ONLINE

CRITICAL REMINDER TO ALL ISSUE SUBMITTERS

- ✓ **PRIOR** to beginning the online Issue submittal process, please ensure that your email “firewall” protocol does NOT prohibit receiving auto-generated emails from issuechair@foodprotect.org.
- ✓ ALL correspondence between Issue submitters and the Issue Reviewers will be via email. It is **IMPERATIVE** that submitters respond to these emails in a timely manner; **failure to respond may lead to the rejection of an Issue submission.**
- ✓ Refer to “Issue Timeline” at the beginning of this document for the Issue submission **DEADLINE DATE.**

It is **HIGHLY RECOMMENDED** that submitters use the “**Issue Pre-submission Form**” ([available on the CFP website http://www.foodprotect.org/about/issue-submission/](http://www.foodprotect.org/about/issue-submission/)) and this guidance document to draft Issues prior to submission. Doing so will help ensure that the required information is in a proper format and is ready to insert using “cut and paste” into to online Issue form. Once satisfied that a draft meets all of the requirements, it will be ready to submit online.

The Issue submission process is conducted via a customized Issue Management Program located on the Conference website at www.foodprotect.org; look for the “Issue Submission” button in the upper right hand corner of the website home page.

Instructions are available once online; please be sure to scroll from the top to the bottom of each page to ensure you see all the available options and instructions. Once within the Issue program, “cut and paste” can be used to move blocks of text from your draft document into each section.

The online submittal window is open for 30 calendar days. Dates are posted on the CFP website and in the “*Issue Timeline*” at the beginning of this document. It is **HIGHLY RECOMMENDED** that you begin the process of entering Issues online in advance of the deadline date.

Once an Issue is online, you will be able to access your Issue as many times as needed, and will be able to review and make edits up until the deadline. Changes to an Issue **AFTER** the submittal deadline will be limited to those requested by an Issue Reviewer.

Access to the Issue during the online review process is limited to the submitter(s) and the designated Issue Reviewer. Any discussion or review of document contents with committee members, co-workers, or between co-submitters needs to be concluded **BEFORE** the Issue and attached documents are entered into the Issue program.

Please contact the Issue Chairs if you have any challenges or questions in preparing Issues or using the online Issue submission program:

Patrick Guzzle (Chair) pguzzle@restaurant.org

Ann Johnson (Vice Chair) anna.johnson@fdacs.gov

Linda Zaziski (Vice Chair) linda.zaziski@LCEcorp.com

ADDITIONAL REQUIREMENTS FOR CFP COMMITTEES

- ✓ All committee submissions **MUST** be approved by the Council Chair **PRIOR** to submitting online.
- ✓ ALL committee generated Issues and attachments **MUST** be submitted via the online process prior to the posted deadline.

NOTE: Issue submittal deadline is mandated to be not less than 90 days prior to a Biennial Meeting.

V. ONLINE REVIEW

QUICK SUMMARY

After the online submittal period closes, all review and editing of Issues, reports, and attachments is conducted via CFP’s online Issue Management Program. Review is conducted by a designated Issue Reviewer to verify:

- All required information is included and in an appropriate format.
- Narrative is clear and logical.
- All attachments are consistently named, readily open in a readable format, and are not duplicated unnecessarily.
- Spelling and grammar checks have been conducted.
- Issue and attachments meet all Terms and Conditions for Issue Acceptance.
www.foodprotect.org/about/issue-submission/

ADDITIONAL REQUIREMENTS FOR COMMITTEES

Because there is no efficient method to track changes made based on preliminary review of committee reports and Issues by Council Chairs and Issue Chair(s), a second review of all committee documents is conducted following online submittal to verify that:

- Concerns noted during preliminary review have been addressed.
- All assigned charges have been adequately addressed.
- Committee report, Issues, and attachments are presented in a logical manner.
- Future of committee and any continuation charges are adequately addressed.

REMINDER TO ALL ISSUE SUBMITTERS

All communication from the Issue Reviewer will be sent to the submitter’s email address as listed on the Issue Submission Form; failure to respond to these messages may lead to rejection of your Issue.

Review and editing of Issues and attachments is conducted via CFP’s online Issue Management Program. Further changes to an Issue *AFTER* the submittal deadline will be limited to those requested by an Issue Reviewer.

A. ONLINE REVIEW PROCESS

As soon as the submittal deadline has passed, the Issue Reviewers will carefully examine ALL Issues and attachments prior to contacting any Issue submitter. This step is necessary to help ensure consistency between Issue Reviewers in interpreting submittal requirements and to clarify any concerns not addressed in this guidance document.

Submitters should receive an email from an Issue Reviewer approximately 10 days after the submittal deadline indicating that review of that specific Issue is beginning. From this point forward, a designated Issue Reviewer will serve as the primary contact with the Issue submitter(s). Online “editing” of an Issue is restricted to the submitter(s) and the Issue Reviewers.

Communication between the Issue submitter(s) and Issue Reviewer is conducted via the online program. It is *HIGHLY RECOMMENDED* that submitters respond to emails regarding their Issues as soon as possible; failure to respond to Issue Reviewer emails in a timely manner may prevent your Issue from moving forward for deliberation by council.

To avoid confusion and duplication of work, edits will *NOT* be accepted by the Issue Reviewer outside of the Issue program, such as regular email or a phone call; however, when deemed necessary, the Issue Reviewer may request that edits be submitted via an alternate format due to the online program not functioning properly.

ADDITIONAL REQUIREMENTS FOR CFP COMMITTEES

- ✓ Once the submittal deadline has passed, committee Issues will be forwarded via the Issue program by the Issue Reviewer to the respective Council Chair; the Council Chair will review the documents and affirm they are the same as the final version approved at the conclusion of the preliminary review.

NOTE: The Issue program allows a Council Chair to “review” but NOT “edit” Issues and documents.

B. ONLINE EDITING

Via the Issue program, the Issue submitter(s) will receive suggested edits, comments, and questions from the Issue Reviewer; with each email message, the submitter has three (3) options:

1) **“Accept all Changes.”** This indicates the submitter agrees to *ALL* suggested edits made by the Issue Reviewer and that the Issue is ready to be “finalized;”

2) **Submit another round of revisions back to the Issue Reviewer.** This part of the review process can go back-and-forth as many times as necessary until all concerns have been addressed and the submitter is comfortable with the Issue as currently written and the submitter is ready to “accept” the Issue for finalization; or

ADDITIONAL REQUIREMENT FOR CFP COMMITTEES
Any <i>substantive</i> change made to a committee report or Issue <i>AFTER</i> the preliminary review process <i>MUST</i> be approved by the respective Council Chair.

3) **“Withdraw” the Issue.** A withdrawn Issue does *NOT* move forward for debate by Council.

With any of these response options, the submitter may also include a narrative comment or question for the Issue Reviewer; these comments often speed up the review process by explaining or clarifying the submitter’s intent.

Once “finalized” an Issue CANNOT be edited until it is deliberated in Council during the Biennial Meeting.

Any Issue (committee or independent) that *CANNOT* be finalized (i.e., fails to meet Terms and Conditions for Issue Acceptance, submitter fails to respond to Issue Reviewer) is forwarded to the Executive Director and follows the Issue Rejection process (see instruction in Section V.F of this document on “Issue Rejection”). Issues will *NOT* be rejected based on content; the *ONLY* reason for rejection will be non-compliance with the requirements for Issue submission.

C. “LAST” REVIEW

Immediately prior to Issue finalization, the Issue Chair(s) will conduct a “last” review of all Issues and attached documents; Issue content is *NOT* edited by the Issue Chair(s) during this review. Issue submitters are generally not contacted at this stage unless there is a problem or question noted with a specific Issue or attachment.

The purpose of this last review step is to:

- 1) Verify that all requested points of clarification have been addressed.
- 2) Check for continued adherence to the Issue “CHECKLIST” because of edits and formatting changes made during review.
- 3) Verify referenced documents:
 - a) All attachments listed or referenced are actually “attached” to the appropriate Issue.
 - b) All relevant attachment pages are included in the required format.
 - c) All attached documents readily open, print, and are readable.
 - d) All web address links are accurate and currently accessible.
- 4) Check for consistency among ALL Issues and make any final changes for standardization, for example:
 - a) Re-name Issues with similar titles to avoid confusion.
 - b) Ensure submitter’s name and information follows the standardized format.
 - c) Remove duplicative wording or punctuation, for example:
Deletion of the duplicated words "The Conference Recommends..." at the beginning of the Issue as this wording is auto-generated for each recommended solution.
 - d) Ensure consistency in formatting.

NOTE

Prior to an Issue being finalized, it **MUST** be in a “finished form” (e.g., no annotations or unaccepted edits, all attachments present and complete). Issues that are **NOT** in a finished form may be rejected if the submitter fails to make requested revisions. Documents containing “track changes” or comments from reviewers **CANNOT** be accepted because they are, by definition, unfinished and incomplete.

EXCEPTION: Issues recommending specific language changes to existing documents (e.g., FDA Food Code, CFP governing documents) shall use underline font formatting for language to be added and ~~strike through~~ for existing language to be deleted; this font format is to be used **ONLY** to designate the specific recommended changes.

D. ISSUE FINALIZATION

CRITICAL NOTE: Once “finalized,” Issues **CANNOT** be edited until deliberated in Council at the Biennial Meeting.

- 1) Issues are “finalized” by the Issue Chair once an Issue and all attachments are in an acceptable format for presentation to Council for deliberation AND the Issue submitter has “accepted all changes.” From this point forward, the Issue format will be **EXACTLY** as in the final version, including page layout and font and paragraph formatting.
- 2) Submitter will be notified via email when Issue is ready to be finalized.
- 3) Once finalized, an Issue can no longer be edited or modified until deliberated in Council.
- 4) Submitter will again be notified via email when Issue has been finalized for presentation to Council.
- 5) All finalized Issues are submitted to the Issue Committee members for recommended assignment to Councils; Council Chairs and Vice Chairs make the final assignments.

E. ISSUE WITHDRAWAL

The Issue submitter can remove the Issue from the Conference **BEFORE** it has been finalized. Once an Issue has been assigned to a Council, the Council is required to review the Issue and, at that time, they can vote to withdraw the Issue.

F. ISSUE REJECTION

- ✓ Issues are **NOT** rejected based on content, but may be rejected for non-compliance with the “Terms and Conditions for Issue Acceptance.” www.foodprotect.org/about/issue-submission/
- ✓ The CFP Executive Director will be notified regarding all Issues subject to rejection; for committee submitted Issues, the respective Council Chair will also be notified.

If an Issue does **NOT** meet the criteria, the Issue Chair will make a reasonable attempt to contact the submitter (via email) with a brief explanation of the problem. Failure of the submitter to correct the Issue prior to a stated deadline date may result in rejection of the Issue.

Submitter will be notified via email if an Issue **CANNOT** be accepted as currently written and is subject to rejection; that notification will include:

- 1) specific changes needed for acceptance;
- 2) deadline date for response;
- 3) reference to *Terms and Conditions for Issue Acceptance*; and
- 4) recommendations that Issue may be rewritten and/or referred to a committee if unable to finalize the language.

VI. ISSUE DELIBERATION IN COUNCIL

NOTE: Once finalized, an Issue “recommended solution” can *ONLY* be edited during Council deliberation.

A. INTRODUCING the ISSUE to COUNCIL

The submitter of each Issue, or the submitter's representative, is afforded the opportunity to verbally present the Issue to Council as it is opened for discussion. In the past, this opening presentation has been limited to two (2) minutes; a specified time is established for each biennial meeting based on the number of Issues to be deliberated. The submitter (or representative) will also be allowed to address questions that arise during deliberation.

A submitter (or representative) is *NOT* required to be in attendance for their Issue to be debated, but it is *HIGHLY RECOMMENDED*.

B. PRESENTING a MODIFICATION or CHANGE to an ISSUE

To present any modification to the “recommended solution” or a content document of a finalized Issue, or to present additional supplemental material during Council deliberations, submitters are required to:

- 1) Notify the Council Chair in advance.
- 2) Provide an electronic version (transportable memory) for the Council Chair to download in advance of Issue deliberation; “content documents” *MUST* be in an editable format.
- 3) Provide 25 paper copies to the Council Chair for distribution to Council Members. Council Chair may request electronic copies be distributed instead of paper copies.

NOTE: The Council Chair will need to distribute new material in advance of the actual Issue deliberation to give Council Members a chance to read and review the new documents.

- 4) Present *ALL* changes or modifications to the finalized Issue language in a ~~striketrough~~ and underline format (both on the electronic version and on the paper copies). This format facilitates discussion and allows Council Members to readily see changes made to the Issue documents originally submitted and already reviewed.
- 5) Include a revision date on the new document to reduce confusion with previous versions; the time of day is also required if multiple versions are generated on the same date (e.g., multiple drafts generated during the Biennial Meeting).
- 6) Be prepared to present a brief oral overview of the new recommendation when the Issue is up for debate in Council.

Modifications or changes brought to Council by an Issue submitter, and accepted by Council, will mean the Issue will be “accepted as amended” (not “accepted as submitted”).

C. AFTER COUNCIL DELIBERATION

Final Council recommendations are limited to:

- ✓ **Accept as Submitted** – no content edits made by Council to the finalized Issue.
- ✓ **Accept as Amended** – edits have been made by Council to the finalized Issue.
- ✓ **No Action** – no action will be taken on the Issue; a reason for voting “no action” must be provided by Council.

Final Council recommendations are printed and available online by early evening on the day before the Assembly of Delegates convenes. The final action taken by the Conference on each Issue will depend on the vote of the Assembly of Delegates and the directives as written in the final Issue recommendation.