

Conference for Food Protection – Committee Periodic Report

Committee Reports are considered **DRAFT** until accepted by the Executive Board
Approved 4/20/2016

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

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COMMITTEE NAME: **CFP Publications Standing Committee**

DATE OF REPORT: Initial fall progress report Spring progress report Second fall progress report

Date submitted: 3/5/2019

Date amended (if applicable): [Click here to enter a date.](#)

Date accepted by Executive Board: [Click here to enter a date.](#)

COMMITTEE ASSIGNMENT: Council I Council II Council III Executive Board

REPORT SUBMITTED BY: *Brian Nummer and Joelle Eifert*

COMMITTEE CHARGE(S):

The Publications committee shall:

- 1) report to the Executive Board.
- 2) make recommendations to the Board to establish, maintain, and improve Conference publications regarding Conference endorsement, copyright, scientific and regulatory accuracy, and external publication approval.
- 3) report all publication recommendations to the Board for approval prior to internal publication and revisions or external publications.

COMMITTEE WORK PLAN AND TIMELINE:

COMMITTEE ACTIVITIES: **Dates of committee meetings or conference calls:**

1. **Overview of committee activities:** *With the change in committee chair, the PUB committee has had only one conference call. The PUB committee will have monthly conference calls and may have ad hoc calls between those times as needed. The standing PUB committee has chosen not to set a timeline, since this is a complex committee topic that has been more than 6 years in the making.*
2. **Charges COMPLETED and the rationale for each specific recommendation:**
 - a. *none*
3. **Status of charges still PENDING and activities yet to be completed:**
 - a. *make recommendations to the Board to establish, maintain, and improve Conference publications regarding Conference endorsement, copyright, scientific and regulatory accuracy, and external publication approval.*
 - b. *report all publication recommendations to the Board for approval prior to internal publication and revisions or external publications.*

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

1. **Re-approve the committee members roster**
2. **Acknowledge this report**
3. **Confirm the importance of publications and an internal publication process to the mission and goals of CFP**
4. **Confirm that the executive board agrees that a mechanism or process be available to publish CFP related work to external journals or related**
5. **Permit the PUB committee to explore a searchable index of submitted Issues, materials, reports, dispositions, etc. from each biennial meeting as well as all publications housed on the website (Susan Shelton and Don Schaffner sub-committee) We believe this is within the Charge No.2. above.**
6. **Charge the PUB committee to make publication recommendations for the three "Special Process" templates that were part of the 2018 biennial meeting.**

ATTACHMENTS:

1. **Content Documents:**
 - a. **Committee Member Roster:** See changes noted above under "requested action" No changes to previously approved roster
"Committee Members Template" (Excel) available at: www.foodprotect.org/work/ Committee roster to be submitted as a PDF attachment to this report.
 - b. **Committee Generated Content Documents (OPTIONAL):** No draft content documents submitted at this time
Working document for the PUB committee (attached)
2. **Supporting Attachments (OPTIONAL):** Not applicable
 - a. **IAFP FPT Guidance for authors (attached)**