

Conference for Food Protection – Committee Periodic Status Report

Template approved by the Executive Board May 2014

Committee Periodic Status Reports are considered DRAFT until reviewed and acknowledged by the Executive Board

Council Chairs are required to submit committee reports to the Executive Director at least 30 days prior to each Executive Board meeting (held in Spring and Fall of each year); please submit reports far enough in advance of this deadline to permit review by the Council Chair. Committee Periodic Status Reports are intended to update the Executive Board on the status of the committee and the progress toward fulfilling the charges approved by the Assembly of Delegates or assigned by the Executive Board.

COMMITTEE NAME: Program Standards

COUNCIL or EXECUTIVE BOARD ASSIGNMENT: Executive Board

DATE OF REPORT: 7/25/2014 (Revised 8/19/2014)

SUBMITTED BY: David Lawrence, Chair
Caroline Friel, Co Vice-Chair
Debbie Watts, Co Vice-Chair

COMMITTEE MEMBER ROSTER:

see attached roster for updated member listing and Executive Board approval

committee membership has not changed; see previously submitted and approved roster dated:

COMMITTEE CHARGE(s):

Issue #: 2014 II-005

Charges:

1. Identify areas where the Voluntary National Retail Food Regulatory Program Standards can be changed or improved to enhance enrollment and implementation; and
2. Work on a project to recognize levels of performance of Program Standards enrollees that will demonstrate the progress of enrollees in a meaningful way and acknowledging the enrollees for taking the necessary incremental steps toward meeting the Program Standards. As part of this project:
 - a. Provide a Cost/Benefit Analysis for recognizing partial achievement of the Retail Program Standards;
 - b. Identify different approaches that could be used to recognize partial achievement of the Retail Program Standards that would not require additional resources to perform or administer; and
 - c. Examine whether there is an additional burden placed on enrollees or FDA (in time, money, or added complexity of the Standards) associated with development of a system to ensure that jurisdictions are uniformly recognized for partial achievement of the Standards.
3. Review the current verification audit requirement and:
 - a. Identify strengths of the current verification audit requirement;
 - b. Identify weaknesses of the current verification audit requirement, with emphasis on any barriers that may result from the current requirement; and

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- c. Determine whether there are potential changes to the requirement, or the administration of the requirement, that could maintain the credibility of the Retail Program Standards while reducing barriers to achievement that may result from the current verification audit requirement.
4. Serve as a sounding board for FDA with respect to ideas generated during collaboration with the other entities such as NACCHO, PFP, AFDO.
5. Formulate resolutions to issues brought before the committee and report back at the 2016 CFP Biennial Meeting.

Issue #: 2014 II-003

Charges:

To solicit the support of industry to:

1. Identify the benefits to industry for regulatory authorities to achieve Standard 2, Standard 4, and Standard 7 of the Voluntary National Retail Food Regulatory Program Standards.
2. Examine methods to support regulatory efforts to achieve Standard 2, Standard 4, and Standard 7 of the Voluntary National Retail Food Regulatory Program Standards.
3. Report back at the 2016 CFP Biennial Meeting with recommendations on how the Conference can collaborate with industry to facilitate enrollment and achievement of the Voluntary National Retail Food Regulatory Program Standards.

COMMITTEE'S REQUESTED ACTION FOR EXECUTIVE BOARD (If Applicable):

Approval of 2014 – 2016 CFP Program Standards Committee Roster

PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:

1. Progress on Overall Committee Activities:
 - a. Susan Quam, Council II Chair, and David Lawrence, Chair of the Program Standards Committee met via conference call on July 9, 2014 to select the Committee vice-chair. Susan and David decided to select co vice-chairs, one from the food industry and one from regulatory. The desire was to have continuity by drawing from past committee membership while meeting the committee chair/co-chair constituency requirements per the CFP Constitution and Bylaws.
 - b. Caroline Friel (industry) and Debbie Watts (local regulatory) were offered the co vice-chair positions, and both accepted. These selections were forwarded to the CFP Chair and Co-Chair for approval.
 - c. Program Standards Committee membership included recruitment efforts to gain additional food industry and local regulatory members across the CFP regions. Additionally, there was solicitation of academic and consumer member.
 - d. The proposed roster exceeds the maximum of 23 members by listing 9 regulatory and 9 food industry representatives as voting members; however, per the Constitution and Bylaws, the ratio of regulatory to industry members has been maintained. Any CFP members who expressed interest in the committee but who were not selected as voting members have been designated as either electives or "at large" members.
 - e. Notifications to proposed committee members will be sent out prior to the upcoming Executive Board meeting. Final notification will be sent following the Executive Board's decision regarding the committee roster.

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2. Progress Addressing each Assigned Committee Charge
Work has commenced on charge 3 from Issue 2014 II-005. On August 27 - 28, 2014, NACCHO will hold its wrap-up meeting for Cohort 3 of the Program Standards Mentorship. At that meeting, David Lawrence will facilitate a discussion of the strengths and weaknesses of the current Program Standards verification audit process.