

ISSUE REVIEW CHECKLIST – FOR INDEPENDENT (NON-COMMITTEE) ISSUES

FOR THE 2012 CFP BIENNIAL MEETING

NOTE: A SPECIFIC AND MORE EXTENSIVE CHECKLIST EXISTS FOR ISSUES SUBMITTED BY A CFP COMMITTEE

TIMELINE

FRIDAY, JANUARY 6, 2012

- Deadline for online Issue submittal** is 9:00 PM EST – this deadline applies to ALL Issues including CFP committee submitted Issues and independently submitted Issues
 - Once submitted online, the Issue Committee will conduct a final review and work with submitters to clarify any questions or concerns
- Submittal of Issues in advance of the deadline is highly encouraged
- The only Issues that can be submitted AFTER the deadline must meet the “*Late Issue Submittal Policy*” http://www.foodprotect.org/media/policy/Policy_CFP_Late_Issue_Submission.pdf

SUNDAY, MARCH 4, 2012

- Online Issue packets available

REVIEW CHECKLIST – USED TO PREPARE AND REVIEW EACH ISSUE PRIOR TO ONLINE SUBMITAL

Please use this checklist to prepare and review each Issue prior to online submittal

A. SCOPE OF ISSUE

- Limiting the scope AND clearly defining the intent of each Issue will facilitate a logical and sequential deliberation within Council.
 - To facilitate the process, it is recommended to divide issues containing multiple actions or directives; single Issues containing multiple actions or directives are cumbersome to deliberate and may lead to confusing or contradictory recommended solutions.
 - Once the online Issue submittal deadline has passed, the automated process does NOT allow the submittal of additional Issues; therefore, Issues can NOT be divided into multiple Issues after the deadline has passed.

B. CONTENT REVIEW – ISSUE and ATTACHMENTS

The goals of content review are to increase readability and understanding, and to minimize confusion during Council deliberation.

- General review includes...
 - Verification that all sections of the Issue submission form are complete
 - Spelling and grammar
 - Content and clarity
 - Document titles are in quotes or italics
 - Narrative is gender non-specific
 - Correct capitalization (e.g., committee names, Issue titles)
 - Multiple page documents contain page numbers (“page ___ of ___” is the preferred format)
 - Correct use of organizational terminology and titles (e.g., “Conference,” “Biennial Meeting,” “Food Code” or “FDA Food Code”)
 - Correct use of strikethrough/underline format for changes to existing CFP documents, FDA Food Code, or other regulatory documents (i.e., underlining of “new or proposed” language with “~~strikethrough~~” for language to be deleted)

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- Adherence to “CFP Commercialism Policy” (i.e., Issues may NOT be commercial in nature) http://www.foodprotect.org/media/policy/Policy_CFP_Commercialism.pdf
- Issue Title...
 - Limited to 75 characters
 - Title uniquely describes purpose of Issue
NOTE: Issue titles may be modified by the Issue Chair for clarification in the event of duplicate submittals
- Issue Description...
 - Briefly describes the problem or concern to the retail food industry
- Public Health Significance...
 - Describes impact this Issue will have on the industry
 - Clearly stated and easily understood
- Recommended Solution...

NOTE: the “recommended solution” is the ONLY portion of the Issue that will appear in the Conference Proceedings; therefore, it needs to be as complete and as clearly written as possible.

 - Rationale of recommended solution must be sufficiently detailed to cover all aspects of the submission
 - When edits or modifications are proposed for an existing document (e.g., CFP governing document, FDA Food Code, other regulatory document), relevant sections are to be “cut-and-pasted” into the recommended solution using strikethrough/underline format
 - Acronyms must be spelled out when the term is first used
EXCEPTIONS: FDA, USDA, CDC, EPA, CFP
 - Direction(s) MUST be given to CFP regarding final disposition of the Issue, such as:
 - “a letter be sent to the FDA requesting...”
 - “modified language be incorporated into...”
 - “final guidelines to be posted on the CFP web site”
 - “a committee be created to study...”
- Attachments...
 - There are two (2) different kinds of attachments:
 1. “**Content Documents**” – this is the body of work that MUST be reviewed and approved via the Council deliberation process (e.g., guidelines, policy documents, suggested revisions to existing documents and regulatory codes)
 2. “**Supporting Attachment**” – this is information presented ONLY to assist in understanding the specific Issue (e.g., abstracts, articles, studies, reference material)
 - ✓ Large documents posted online (e.g., Food Code) are to be referenced only by the web address along with a notation of the specific page and/or section numbers; large publicly available documents are NOT to be attached in their entirety
 - Attachment format:
 - All attachments MUST be in a format compatible with MS Word (.doc), as a PDF (portable document format)... or as a web address for existing documents
 - ✓ Content Attachments submitted as a PDF must be made available by the submitter in advance to the Council Scribe in a format compatible with MS Word (.doc) to facilitate editing during Council deliberations

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- Attachments should use a header or footer that includes both the document title and page numbers (“page __ of __” is the preferred format)
 - Name of each attachment must be specific AND consistently referenced throughout all material submitted
 - Attachments over 2 megabytes (2 MB) must be divided into multiple smaller documents in a logical sequence
 - All Macros are to be removed from attached documents
- Submitter name...
- Please include a second contact person should the submitter be unavailable to address any questions or concerns.
NOTE: the submitter’s employer contact information is to be entered in the “submitter information” section at the bottom of the submittal form; it is NOT entered under “submitter name” at the top of the form

FINAL REVIEW – AFTER ONLINE SUBMITTAL

FINAL REVIEW PROCESS

- Revisions to an Issue after the submittal deadline will be limited to those requested by the Issue reviewers
 - Via the online Issue Management web site, the Issue submitter will receive edits and comments from the reviewers; the submitter can either:
 - “accept” the Issue (indicating it is ready for finalization)
 - submit another round of revisions (this part of the review process can go back-and-forth as many times as necessary until an Issue is ready to be finalized), or
 - “withdraw” the issue
- Once accepted and finalized, an Issue can no longer be edited until it is deliberated in Council.

FINAL REVIEW CHECKLIST

- Ensure that the final Issue meets CFP’s Issue Acceptance “Terms and Conditions” as posted on the CFP web site
- Review all Issues and attachments using “Review Checklist” (as noted above)
- Verify documents referenced in an Issue:
 - All attachments listed or referenced are actually “attached”
 - All relevant attachment pages are included
 - All attached documents readily print and are in a readable format
 - All web address links are correct
- Issue Committee will conduct a final edit to standardize content of all Issues, for example:
 - Re-name multiple Issues with similar titles
 - Ensure submitter’s name and information follows a standardized format
 - Remove redundant or auto-generated wording from final Issue, for example:
 - Recommended Solution... deletion of the words "The Conference Recommends..." from the final submittal as this wording will be auto-generated in the final Issue packet
- Submitter will be notified via email when Issue has been accepted and finalized