

Conference for Food Protection – Committee FINAL Report

Committee Final Reports are considered DRAFT until acknowledged by Council or accepted by the Executive Board

With the exception of material that is copyrighted and/or has registration marks, committee generated documents submitted to the Executive Board and via the Issue process (including Issues, reports, and content documents) become the property of the Conference.

COMMITTEE NAME: *insert full name of Committee (acronyms recommended for longer names and may be placed in parenthesis after the committee name)*

DATE OF FINAL REPORT: *Click here to enter a date.* **this date MUST be updated at any time the report is edited**

COMMITTEE ASSIGNMENT: **Council I** **Council II** **Council III** **Executive Board**

REPORT SUBMITTED BY: *insert name(s) of Committee Chair(s)*

COMMITTEE CHARGE(S): *use outline format for all charges and sub-charges; do not use bullets*

Issue # _____ *insert full Issue number(s) (e.g., 2016-III-001) and exact charges as adopted by the Assembly of State Delegates.*

- 1.
- 2.
- 3.

If a charge was assigned or amended by the Executive Board, include date and wording exactly as noted in the meeting minutes where charge was assigned or amended.

Issue # _____ *insert specific document and section number if charge is established via CFP governing document*

- 1.
- 2.
- 3.

Once in outline format, subsequent referral to that specific charge or sub-charge should include the appropriate number reference.

COMMITTEE WORK PLAN AND TIMELINE: *as required in the Committee Chair position description, may include:*

1. *Background or executive summary;*
2. *Sub-committee or workgroup structure;*
3. *Communication and consultation outside the committee; and*
4. *Changes to work plan and timeline based on challenges throughout the biennium.*

COMMITTEE ACTIVITIES: *Please use number format as much as possible; bullets may be used for sub-points*

1. **Dates of committee meetings or conference calls:**
2. **Overview of committee activities:**
3. **Charges COMPLETED and the rationale for each specific recommendation:**
 - a.
 - b.
4. **Charges INCOMPLETE and to be continued to next biennium:**
 - a. *List those charges NOT included in #3 above.*
 - b.

Committee meeting minutes may be included as a supporting attachment but are NOT to replace a narrative description of committee activities.

List each charge separately and include any activities and rationale for arriving at each specific recommendation.

NOTE: *the content of information included within each section of "Committee Activities" should be determined by the Committee Chair(s) in conjunction with their Council Chair (or Executive Director for Standing Committees) based on the complexity of the information to be presented. The overall goal is to ensure that information is complete and presented in a clear and concise manner in order to best facilitate understanding of the committee's activities and recommendations.*

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

- No requested Executive Board action at this time; all committee requests and recommendations are included as an Issue submittal.**

- 1
- 2.

LISTING OF CFP ISSUES TO BE SUBMITTED BY COMMITTEE:

1. **Issue #1: Report – Committee Name:** *this is Issue #1 for each committee requesting acknowledgment of final committee report and thanking committee members; Issue #1 may also include a recommendation to disband the committee because all assigned charges have been completed*
 - a. **List of content documents submitted with this Issue:** *this includes the committee roster and any guidance document.. Content documents are generally attached only once to the committee's first Issue. Committee meeting minutes are submitted as a supporting attachment, not as a content document.*
 - (1) **Committee Final Report (see attached PDF)**
 - (2) **Committee Member Roster (see attached PDF)**
 - (3) **Other content documents:**
 - b. **List of supporting attachments:** **No supporting attachments submitted** *examples include the original version of a revised document, information presented to the committee by consultants, or committee meeting minutes. Note that large documents already posted on the internet are NOT to be attached; reference to the specific web address should be included in the actual Issue statement.*
2. **Committee Issue #2:** *for example, recommending approval of a committee generated guidance document; recommending specific Food Code language changes; or sending a letter to a federal agency with specific recommendations. Reference to the location of the specific content document is included in the Recommended Solution of the Issue requesting that document's approval (e.g., "XYZ document attached to Issue titled: Report – ABC Committee")*
3. **Committee Issue #3:** *for example, recommending re-creation of committee with a list of continuation charges*

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- **LIST EACH ISSUE SEPARATELY using EXACT ISSUE TITLE** – title must be used consistently within final report, Issues, and attachments.
- **ANY COMMITTEE RECOMMENDATION or GUIDANCE DOCUMENT MUST BE SUBMITTED AS AN ISSUE**; related items may be grouped together in a single Issue.
- If the Issue title is not self-explanatory, include in this list a **BRIEF statement of the Issue's RECOMMENDED SOLUTION** – it is **NOT** necessary to include the entire content of each Issue within this part of the final report (the narrative within the report and the Issue itself will give the required details).
- The **FUTURE OF THE COMMITTEE** must be addressed within an Issue (i.e., to disband or re-create).

Content documents are the body of work created by a committee such as guidelines, code or document revisions; content documents will be subject to review and return for editing and clarification. Drafts of content documents can be submitted with the committee's periodic reports to show progress on completing charges. The final version of content documents become part of the committee's final report and are to be submitted with the Committee's first Issue. Supporting attachments are reference documents submitted solely to assist in understanding; supporting attachments are not submitted for acceptance/approval.