

Conference for Food Protection Committee FINAL Report

- Final report must be submitted to your Council Chair for review by the specified date for each Biennial Meeting.
- Any changes made to a committee final report after the review process is complete MUST be approved by the respective Council Chair.
- Please see “Issue Review Process and Checklist” for guidance on preparing committee Issues.

COMMITTEE NAME:

COUNCIL (I, II, or III):

DATE OF REPORT:

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

COMMITTEE CHARGE(s): *full list of charges as presented in final Issues from the previous Biennial Meeting*

COMMITTEE ACTIVITIES AND RECOMMENDATIONS:

- *SPECIFIC OUTCOMES FOR EACH ASSIGNED CHARGE*
 - *TOPICS MAY INCLUDE – background, executive summary, progress report, sub-committee or workgroup structure, communication and consultation with the CFP Executive Board or other groups or agencies, other business, conclusions, etc.*
- *SPECIFIC RECOMMENDATIONS, such as:*
 - *FUTURE OF THE COMMITTEE – must include a recommendation to disband or re-create the Committee*
 - *NEW OR CONTINUATION CHARGES – if applicable*
 - *ESTABLISHMENT OF NEW COMMITTEE OR WORKGROUP – if applicable*

REQUESTED ACTION:

- *LISTING OF ALL COMMITTEE-SUBMITTED ISSUES*
 - *EXACT ISSUE TITLE(s) – as used consistently within all Issues, report and attachments*
 - *BRIEF SUMMARY OF RECOMMENDED SOLUTION(s) – if not clearly stated in Issue title*
- *LIST OF ALL COMMITTEE-SUBMITTED ATTACHMENTS – include specific reference to relevant Issue title(s)*

COMMITTEE MEMBER ROSTER:

- *Recently verified list to be created using the “Committee Members Template.”*
- *Roster must be converted to PDF for submittal as an attachment to the Committee report.*
- *Excel template can be found at this web address: <http://www.foodprotect.org/work/>.*

NOTE: *the content and organizational layout of information included within “Committee Activities and Recommendations” should be determined by the Committee Chair(s) in conjunction with their Council Chair based upon 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 the recommendations contained within the submitted Issue(s).*