

ISSUE REVIEW PROCESS AND CHECKLIST
FOR THE 2010 CFP BIENNIAL MEETING

REVIEW TIMELINE

OCTOBER 2009

- Issue submission template and instructions available online by end of month

TUESDAY, DECEMBER 1, 2009

- Start date for online Issue submittal – ALL issues must be submitted via the CFP online submittal process
 - o **EXCEPTION:** *All documents to be submitted by a CFP committee MUST go through a formal preliminary review process PRIOR to online submittal; documents needing review include committee reports, Issues, and attachments (see process and “review checklist” below)*

FRIDAY, DECEMBER 4, 2009

- Deadline for CFP committee chairs to submit committee reports and ALL prospective Issues to Council Chairs for preliminary review
 - o **STANDING COMMITTEES:**
 - *Reports and Issues are to be submitted to the Executive Director*
 - *The Executive Director will fulfill the same review functions as the Council Chair*

FRIDAY, JANUARY 8, 2010

- Deadline for Issue submittal is 11:59 PM EST – this deadline applies to ALL Issues including CFP committee submitted Issues and independently submitted Issues
 - o *Following online submittal, 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

MONDAY, MARCH 1, 2010

- Online Issue packets available

PRELIMINARY REVIEW OF COMMITTEE REPORTS AND ISSUES – PRIOR TO ONLINE SUBMITTAL

PRELIMINARY REVIEW PROCESS

- Preliminary Review:
 - o Only CFP committee submitted documents are subject to a formal preliminary review process
 - o During the preliminary review process, Council Chairs, Vice Chairs, and the Issue Committee chair will serve as reviewers of all CFP committee submitted documents
 - Council Chairs will forward documents submitted by the committee chairs to their respective Vice Chair and to the Issue Committee chair
 - Council Chairs will serve as the primary contact with their respective committee chairs
 - Issue Committee Chair and Council Vice Chairs will forward any comments, questions, or concerns to the Council Chairs
 - o All reviewers will follow the “review checklist” (indicated below)
 - o When editing submitted documents, “tracked changes” should be used whenever possible

ISSUE REVIEW PROCESS AND CHECKLIST
FOR THE 2010 CFP BIENNIAL MEETING

- Council Chairs will notify via email the Issue Committee Chair when the preliminary review process is complete and approval has been given for online submittal of committee reports and Issues
 - Committee Issues should NOT be submitted via the online submittal process until the preliminary review has been completed
 - Final review by the Issue Committee of committee submitted documents will NOT begin until approval is received from the Council Chair
 - Preliminary review process MUST be completed far enough in advance to allow committee chairs to meet the online Issue submittal deadline
 - Any changes made to a committee report or Issue after the preliminary review process is complete MUST be approved by the respective Council Chair

REVIEW CHECKLIST

A. SCOPE OF ISSUE

PLEASE NOTE: reviewing the “scope of issue” is the MOST critical aspect of the preliminary review. Limiting the scope and clearly defining the intent of each Issue will facilitate a logical and sequential deliberation within Council. 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 online process does NOT allow the insertion of additional Issues; therefore, committee reports can NOT be divided into multiple Issues after this date.

- The majority of CFP committees will submit more than one Issue...
 - **First committee Issue** – essentially a presentation of the committee report. The “Recommended Solution” of this Issue contains three (3) elements:
 1. Attachment of committee report and statement to “acknowledge committee report”
 - ✓ Reports are NOT to be listed as “accepted” or “approved” as this implies the entire content of the report has been debated and agreed upon by Council
 - ✓ Committee report is to follow the CFP final report format
 - ▲ NOTE: a final committee report needs to “stand alone” and include the following information: (see *Committee FINAL Report template*)
 - ◆ full list of committee charges from the previous Biennial Meeting
 - ◆ details of committee activities and recommendations
 - ◆ specific outcome(s) for each assigned charge
 - ◆ specific direction regarding the future of the committee
 - ◆ new or continuation charges
 - ◆ list of all committee submitted Issues and attachments
 - ◆ list of committee members
 2. Specific direction regarding the future of the committee, such as:
 - ✓ Committee to be disbanded:
 - ▲ All charges previously assigned to committee have been completed
 - ▲ Disbanded committees may NOT have continuation or new charges
 - ✓ Committee to be re-created, along with specifics regarding:
 - ▲ Continuation charges (i.e., incomplete or ongoing charges from the previous Biennial Meeting)
 - ▲ Requirement to “report back to the next Biennial Meeting”
- NOTE: newly created charges are best included in a separate stand-alone Issue, especially if it is anticipated that the new charge(s) will result in extensive debate within Council*

ISSUE REVIEW PROCESS AND CHECKLIST
FOR THE 2010 CFP BIENNIAL MEETING

NOTE: if a decision to re-create a committee and assign continuation charges is dependent on the final recommended solution within another Issue, those specific charges and report back requirements should be included in a separate stand-alone Issue

- 3, Thank you statement to committee members
- **Subsequent committee Issue(s)** – specific elements of any committee report that need to be formally debated and approved should be submitted as separate stand-alone Issues, examples include:
 - Policy or guidance documents created by the committee
 - ✓ It is recommended that separate Issues be created for each independent document
 - EXCEPTION: large documents divided to meet attachment size restrictions should be presented within a single Issue*
 - Committee recommendations regarding controversial or substantial changes to policy or practice
 - ✓ Non-substantive changes can be presented together as a single Issue
 - New charges assigned to a re-created committee
- NOTE: the actual number of subsequent Issues submitted by a committee should be determined on a case-by-case basis depending on the content of the information*

B. ISSUE and ATTACHMENT CONTENT

<i>The goals of content review are to increase readability and minimize confusion during Council deliberation.</i>
--

- General review...
 - All sections of the Issue submittal document are complete
 - Spelling and grammar
 - Content and clarity
 - Document titles in quotes or italics
 - Narrative is gender non-specific
 - Correct capitalization (e.g., committee names, Issue titles)
 - Multiple page documents contain page numbers
 - 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., underline “new or proposed” language which should precede the ~~“strikethrough”~~ language to be deleted)
 - Adherence to “CFP Commercialism Policy” – i.e., Issues may NOT be commercial in nature http://www.foodprotect.org/media/policy/Policy_CFP_Commercialism.pdf
- Title...
 - Limited to 75 characters
 - Title uniquely describes purpose of Issue
 - *NOTE: Issue titles may be changed by the Issue Committee in the event of duplicate submittals*
 - Use of standardized “prefix” for committee submitted Issue titles
 - Report – _____ (insert committee name)
 - Re-Create – _____ (insert committee name)

ISSUE REVIEW PROCESS AND CHECKLIST
FOR THE 2010 CFP BIENNIAL MEETING

- Issue Description...
 - Briefly describes the problem or concern to the retail food industry
 - Lists the exact titles of any subsequent committee Issues and attachments (can be “cut-and-pasted” directly from the committee report)
- 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 final 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
 - All recommendations made by a CFP committee must be extracted from the committee report and captured within the recommended solution portion of the Issue submittal form
 - When edits or modifications are proposed for an existing document (e.g., CFP 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*
 - Charges assigned to a committee must be included within the recommended solution along with a requirement to “report back to the next Biennial Meeting”
 - Direction 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 Attachment”** – this is the body of work created by a committee that must be reviewed and approved via the Council deliberation process (e.g., committee reports, guidelines, policy documents, suggested revisions to online documents and regulatory codes)
 - ✓ Content attachments from a committee should be “attached” only once to the first committee Issue
 - ▲ In subsequent committee Issues, the attachment is to be referenced by the exact name of the attachment and the name of the Issue where the attachment can be found (for example: “See *Report – ABC Committee, Attachment #1, titled: XYZ*”)
 2. **“Supporting Attachment”** – this is information presented ONLY to assist in understanding the 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

ISSUE REVIEW PROCESS AND CHECKLIST
FOR THE 2010 CFP BIENNIAL MEETING

- Attachment format:
 - Attachments **MUST** be in a format compatible with MS Word (.doc), as a PDF (portable document format), or as a web address
 - ✓ Content attachments submitted as a PDF must be made available in advance to the Council Scribe in a format compatible with MS Word (.doc) to facilitate editing during Council deliberations
 - Attachments should use a header or footer that includes both the document title and page numbers (“page __ of __” is the preferred page numbering format)
 - Name of each attachment must be specific... and accurately and consistently referenced throughout all committee submitted material
 - 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
- Council Chairs will work with committee chairs and the Issue Committee chair to determine the best format and method of attaching documents to their Issues
- Submitter name...
 - CFP committee chair(s) listed as the “submitter” (e.g., Jane Doe, Chair)
 - CFP committee name listed as the “organization” (e.g., Issue Committee)

FINAL REVIEW OF ALL ISSUES AND ATTACHMENTS – AFTER ONLINE SUBMITTAL

FINAL REVIEW PROCESS

- CFP Committee Issues must be approved through the preliminary review process noted above prior to online submittal
- Once submitted online, the final review process for that Issue begins
 - During the final review, the Issue Committee will serve as the primary contact with all Issue submitters via the online review process
 - All CFP committee submitted Issues will be forwarded by the Issue Committee to Council Chairs for final review and approval via the online review process
- Revisions to an Issue after the submittal deadline will be limited to those requested by the Issue reviewers

FINAL REVIEW

- Verify Council Chair approval of CFP committee submitted Issues
 - Any changes made to a committee report after the preliminary review process **MUST** be approved by the respective Council Chair
- Ensure that the final Issue meets CFP’s “*Issue Acceptance Criteria*” as posted on the CFP web site
- Review all Issues and attachments using “review checklist” (noted above)
- Verification of documents referenced in an Issue or in a committee report:
 - All attachments are actually “attached” to the Issue
 - All relevant attachment pages are included
 - All attached documents readily print and are in a readable format
 - All web address links are correct

ISSUE REVIEW PROCESS AND CHECKLIST
FOR THE 2010 CFP BIENNIAL MEETING

- 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
NOTE: the submitter's employer contact information is 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
 - Remove redundant or auto-generated wording from final Issue, for example:
 - Recommended Solution... delete the words "The Conference Recommends..." from the final submittal as this wording will be auto-generated in the final Issue packet