

CONFERENCE FOR FOOD PROTECTION

**First-time Attendee
Orientation**

Virtual

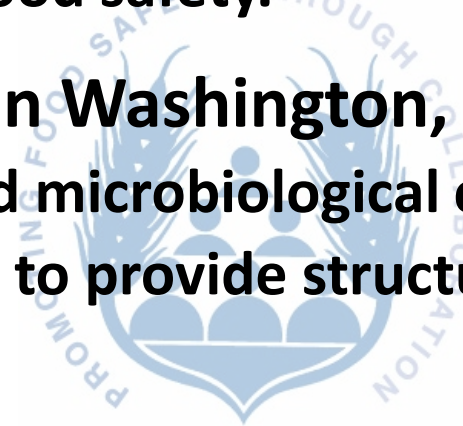
Forum for Individuals Interested in Retail Food Safety

The conference is devoted to:

- Identifying emerging problems related to retail food safety
- Formulating solutions to food safety problems that are based on sound science
- Developing, implementing and/or revising recommended food safety practices as needed to promote food safety and consumer protection
- Achieving consensus among constituent groups on food safety issues. (Requires more than a simple majority opinion)

History

- **1971 - First Conference Meeting in Denver, CO**
 - Sponsored by the Food and Drug Administration and the American Public Health Association.
 - Participants representing industry, government and consumers focused on microbiological aspects of food safety.
- **1984 - Second Conference in Washington, D.C.**
 - Focused on toxicological and microbiological concerns.
 - A Constitution was adopted to provide structure and process for the organization.
- **1986 - Third Conference in Ann Arbor, MI**
 - Agreed to focus on retail food safety issues and hold Conference meetings every two years.



CFP Governance

- **Constitution and Bylaws**
- **Biennial Meeting/Conference Procedures Manual**
- **Biennial Meeting/Information Manual**
- **CFP Policies**
 - ✓ **Antitrust policy** – prevents antitrust violations
 - ✓ **Commercialism** – prohibits CFP from endorsing product/process/service by brand name
 - ✓ **Late Issue Submission** – allows an Issue to be submitted after the deadline for a late-breaking food safety matter
 - ✓ **Open Meeting** – all meetings are open to all members and the public
 - ✓ **Record Retention** – records are retained electronically

ALL documents are available on the CFP website

<http://www.foodprotect.org/administration/governing-documents/>

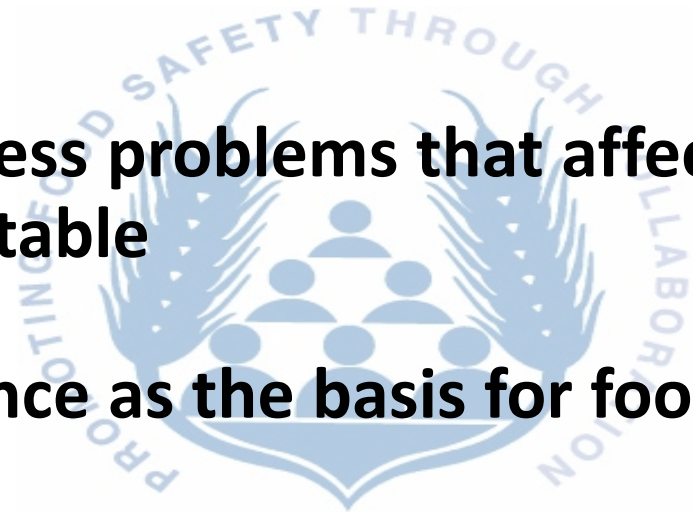
Constitution and Bylaws

- **Formalizes the objectives of the Conference**
- **Establishes the organization and operation of the Conference**
- **Establishes constituency groups of the membership**
- **Created the Executive Board to manage the Conference**
- **Provides professional staff to support the Conference**
- **Establishes structure for the biennial meeting and the Assembly of State Delegates**

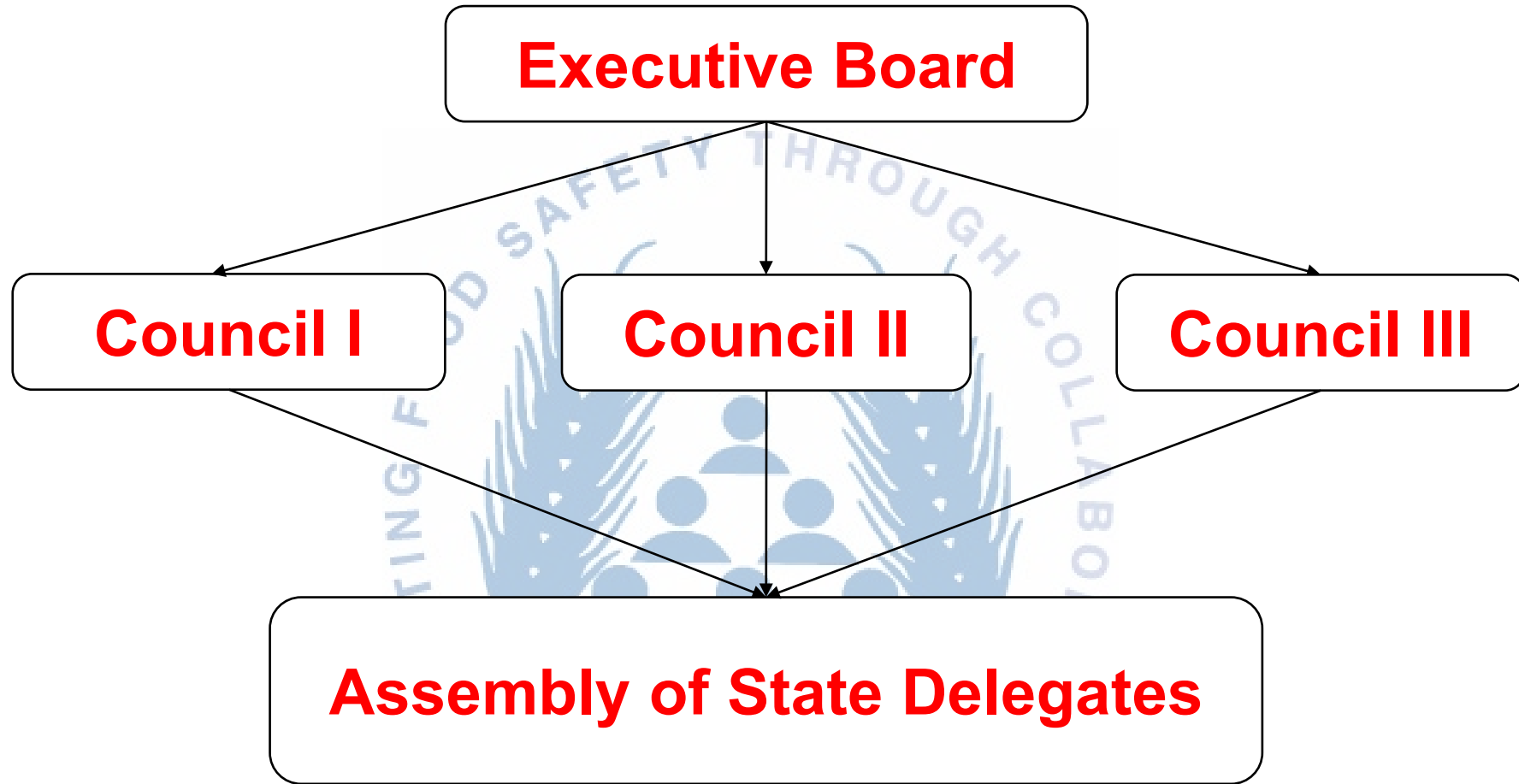


Objectives of CFP

- Focus on retail food issues and programs
- Seek food safety solutions through collaboration of regulatory agencies, food industry, consumer groups, and academia
- Identify/address problems that affect retail food safety from farm to table
- Promote science as the basis for food safety regulations
- Propose regulations that will be accepted by regulators and industry alike
- Disseminate information about food safety



Organization



Member Constituent/Stakeholder Groups

- **Regulators – Federal, State, Local, and District/Territory**
- **Industry – Food Service, Retail Food, Food Processing, Vending and Distribution, Food Industry Support**
- **Academia - Affiliated with Food Science, Public Health and Environmental Health Departments.**
- **Consumers - Employees, agents or executives representing consumer advocacy organizations supporting food safety, food wholesomeness, allergen awareness, food policy matters and food standards and guidelines.**

Biennial Meeting/ Conference Procedures

- **Supplements the CFP Constitution and Bylaws in the conduct of the biennial meeting and other Conference business.**



The Process



- Issue Submission
- Council Deliberation and Decision
- Assembly of State Delegates Vote on Recommendations from the Councils
- CFP Recommendations forwarded to FDA/USDA/CDC or other relevant party
- CFP Executive Board Manages Process
- Ongoing Committee Formation/Work

- Open to all
- Discussions and consensus
- Voting by state delegates only
- Detailed recommendations are sent to agencies
- Managing for the next 2 years
- Committees are formed (open to all members)

Issue Submission

- **Anyone may submit an Issue**
- **Many Issues (CFP committee work results)**
- **Issue Submission must include a “Recommended Solution” to identified problems**
- **The CFP Issue Committee reviews each submitted issue, and when accepted, assigns the Issue to a Council**

<http://www.foodprotect.org/about/issue-submission/>

Council Structure

Council I – Laws and Regulations

Council II – Administration, Education and Certification

Council III – Science and Technology

- **Each Council consists of 22 members**
 1. **An equal number of regulatory and industry members is provided on all Councils**
 2. **Council III can have up to 10 at-large members to assure expertise in science and technology**
 3. **Federal agencies may provide a non-voting consultant for each council**

Participation in CFP Biennial Conference Meetings and Committee work increases a member's chance of being selected for a Council

Council Process

- **Once accepted by the Issue Committee, Issues are assigned to the most appropriate Council**
 1. **An issue may be referred by one Council to another if deemed appropriate**
 2. **Council deliberations follow Robert's Rules of Order**
- **Members may provide testimony on an Issue to a Council**
- **Council may take the following actions on an Issue:**
 1. **Accepted as Written**
 2. **Accepted as Amended**
 3. **Take No Action (a reason for recommending no action is provided)**
- **All Issues move to Assembly of State Delegates for consideration.**



Assembly of State Delegates and Final Disposition of Issues

- **Each State has one vote (a vote may be shared between Agriculture and Health)**
- **Delegates vote to accept or reject Council recommendations on Issues**
- **Delegates may vote on Issues in groups or extract Issues for further discussion**
- **Council recommendations cannot be changed**
- **State Delegates may refer an Issue to the Executive Board for consideration**
- **State Delegates' accepted issues are formally presented to Federal Agencies with request. (For FDA to include in the next edition of the Food Code)**



Committees

- **Much of the conference work is done by council committees and standing committees between biennial conference meetings**
- **All committees work under the direction of Council Chairs and the Executive Board**
- **Committees are formed to work on Issues that arise out of the Conference and are assigned to Councils or the Executive Board and change from conference to conference**



Committee Participation

- Only active CFP members may join a committee
- Appointments to committees are made to ensure balanced representation of all stakeholder groups and geographical location.
- Most committee work is carried out via conference call and emails.
- Committees present findings/recommendations at the next Biennial Meeting by submitting Issues that include a Final Committee Report, Recommendations, and any Documents created by the group.

All CFP members are encouraged to apply for committees when the online process starts.

The Executive Board

Provides Administrative Management of the Conference

23 Voting Members

- **Federal (3), State (6) & Local (6) Regulatory Agencies (by CFP Region)**
- **Industry (6)**
- **Consumers (1)**
- **Academia (1)**

13 Ex-Officio, Non-Voting Members

- **Past Conference Chair**
- **Program, Issue, and Constitution & Bylaws - Chairs**
- **Council Chairs (3) and Vice chairs (3)**
- **Executive Director, Executive Treasurer, and Executive Assistant**



Consensus/Caucus Meetings

- **Five Consensus/Caucus Groups**

1. Local Regulators
2. State Regulators
3. Consumers
4. Industry
5. Academia

- **Will meet 3 times during Biennial Meeting to:**

- Discuss issues
- Elect members to the Executive Board for 6-year terms



What can you do at the Biennial Meeting?

- **Observe – most meetings are open**
- **Attend and participate in Caucus meetings (specific group)**
- **Comment on Issues - as needed**
- **Ask questions**
- **Network with peers**



CFP Process Summary

ONGOING

Executive Board manages the conference

Committees address and discuss assigned charges

Before Biennial meeting: Councils are formed, Issues are submitted, Issues are reviewed and assigned to a council, Issues are posted on website and shared with council and members

During Biennial meeting: Committees meet – as needed, workshop (a day before), general session, orientation for new comers, caucus meetings (and elections), council sessions, closing general session with state delegates and final vote

After Biennial meeting: New executive board, proceedings published on website, CFP recommendations are sent to federal agencies, Federal agencies review and advise to CFP, Committees are in place

Learn More about CFP

- Visit website www.foodprotect.org
 - Membership Information
 - Mission and Objectives
 - Conference History
 - CFP Constitution and Bylaws
 - CFP Conference Procedures
 - Past/Future conference details
 - Issue Submission Process
 - Committee Progress/Reports
 - Executive Board meeting details
 - Current News



Questions?????

Contact the CFP Staff at



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