

Conference for Food Protection – Committee Periodic Report

Template approved: 04/20/2016

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COMMITTEE NAME: Food Protection Manager Certification Committee (FPMCC)

DATE OF REPORT: *Initial fall progress report* *Spring progress report* *Second fall progress report*

Date submitted: 7/12/2019 **Date amended (if applicable):** *Click here to enter a date.* **Date accepted by Executive Board:** *Click here to enter a date.*

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

REPORT SUBMITTED BY: Sean Dunleavy, Chair and Sharon Wood, Vice Chair

COMMITTEE CHARGE(S):

2018-II: The FPMCC exists to carry out charges assigned via the Conference Issue process and from the Conference Executive Board relating to food protection manager certification. The objective of this standing committee is to adopt sound, uniform accreditation standards and procedures that are accepted by the Conference while ensuring that the conference Standards for Accreditation for Food Protection Manager Certification programs and the accreditation process are administered in a fair and responsible manner.

For the 2018 biennial CFP, this committee submitted the following issues for consideration:

- 2018-II-009: FPMCC Final Report
- 2018-II-010: Revised /updated Standards for Accreditation of Food Protection Manager Certification
- 2018-II-011: Revised /updated FPMCC Bylaws
- 2018-II-012 Normative Document: ISO17024 Option to CFP Standards – Food Protection Manager Certification (this also included a request of Board approval for the use of a FPMCC CFP Communication Outreach PowerPoint as a proactive outreach effort for further educating regulators, exam providers and the industry.

All issues were accepted and there were no new charges given to the FPMCC by Council II.

COMMITTEE WORK PLAN AND TIMELINE:

The standing charge for this committee is stated above and work on this charge began with a conference call in September 2018. This initial call in September was used to welcome committee members and align on committee activities and outputs.

COMMITTEE ACTIVITIES: Dates of committee meetings or conference calls:

September 18, 2018	Conference Call
October 23-24, 2018	Face to Face meeting – San Diego, CA
March 26, 2019	Conference Call
April 11 – 12, 2019	Face to Face meeting – Austin, TX
August, 2019	Conference Call - TO BE SCHEDULED
October 15 – 16	Face to Face meeting – Pittsburg, PA - SCHEDULED

Overview of committee activities:

1. **Charges COMPLETED and the rationale for each specific recommendation:**
 - a. *Not applicable*

2. **Status of charges still PENDING and activities yet to be completed:**

- a. The Standards Work Group is in the process of reviewing the Standards Discussions are being held regarding the “remote proctoring” sections as well as adding the ISO 17024 Normative Document as an Appendix to the Standards. The Work Group is also reviewing the ANSI application for accreditation based on the 2018 changes.
- b. The Bylaws Work Group is in the process of reviewing this document. Revisions are being made to allow Chair and Vice Chair to replace committee members that have resigned with alternates of the same constituency by appointment. The committee also discussed possible revision of the current voting fractionalization formula for the committee constituencies. This also included discussion on the potential of additional ISO Accredited Certification bodies in the future and how to account for this addition. This Work Group was also tasked to review the CFP ANSI contract. Suggested edits will be presented to the Board by Jeff Hawley at the August Board meeting.
- c. The Logistics Work Group has arranged the next face to face meeting and has identified the location and venue
- d. The Communications Work Group is continuing the work on how to best disseminate information to foster understanding among the regulatory and industry communities of the work and mission of CFP. Teams were formed to focus on specific topics to include:
 - Food Handler vs. Food Manager
 - FAQ's
 - User guide document
 - Information Outreach Plan

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD: *No requested action at this time*

1.

ATTACHMENTS:

1. **Content Documents:**

- a. **Committee Member Roster:** *See changes noted above under “requested action”* *No changes to previously approved roster*
“Committee Members Template” (Excel) available at: www.foodprotect.org/work/ Committee roster to be submitted as a PDF attachment to this report.
- b. **Committee Generated Content Documents (OPTIONAL):** *No draft content documents submitted at this time*

2. **Supporting Attachments (OPTIONAL):** *Not applicable*
