

To: CFP Executive Board

From: CFP Ad Hoc Committee on Publishing Committee Work and Providing Information for the CFP Website

Re: Recommendations on Publishing Committee Work and Providing Information for the CFP Website

Date: August 8, 2013

The CFP Executive Board has asked that an ad hoc committee be formed to discuss and develop:

- Guidelines for the peer review and posting of committee reports on the CFP Website
- Guidelines and criteria for providing other information and links on the CFP website

The ad hoc committee currently consists of Don Schaffner (Rutgers University), Rich Linton (North Carolina State), Terry Levee (Deloitte & Touche LLP) and David McSwane (CFP)

Recommendation #1: The CFP Executive Board accepts the guidance document submitted*.

* Note that this document is identical to the document submitted last year at this time, except that #3 on “How to implement the policy” is new.

CFP Guidance Document Criteria for Publishing Committee Reports

CFP Executive Board Position

CFP committee reports are currently accepted in council meetings “as is” with no basis for assessing validity of the information contained in the report. Essentially, the acceptance of the report acknowledges that the committee completed their assigned charge. There has been discussion among CFP Executive Board members that a process is needed to address possible peer-review and or report posting to the CFP website. That need is the foundation for the development of criteria for this “Publishing Committee Reports Guidance Document”.

CFP Ad hoc Committee

The ad hoc committee believes that any given committees report is “owned” by those that actively participated on the committee and were involved in the creation of the document. The ad hoc committee also believes that one of the key components of any CFP publishing guidance document should include a defined role of the committee chairs in the process or seeking publication in a peer reviewed manuscript.

How to Implement the Policy

To implement the Criteria for Publishing Committee Reports Guidance Document

1. The CFP Executive Board should encourage CFP committees that work on science-based reports to consider submitting such reports to a peer-reviewed journal for consideration for publication.
2. CFP committee chairs (chair/vice chair, co-chair) should lead the publication submittal process and should be the final arbiters for individuals that are to be included as authors. Those not wanting to be claim authorship of the report may decline to be listed.
3. The peer reviewed publication should include this boilerplate acknowledgement statement:

This manuscript was developed as part of the fulfillment of a charge to the (committee name) of the Conference for Food Protection. The Conference for Food Protection brings together representatives from the food industry, government, academia, and consumer organizations to identify and address emerging problems of food safety and to formulate recommendations. Any recommendations expressed in this publication are solely those of the authors, and do not necessarily represent those of the Conference for Food Protection or (committee name) members who are not authors.

4. A link to the document should be made on the CFP website once a document has been peer reviewed and published.