

# Conference for Food Protection – Committee Periodic Status Report

Template approved by the Executive Board May 2014

**Committee Periodic Status Reports are considered DRAFT until reviewed and acknowledged by the Executive Board**

Council Chairs are required to submit committee reports to the Executive Director at least 30 days prior to each Executive Board meeting (held in Spring and Fall of each year); please submit reports far enough in advance of this deadline to permit review by the Council Chair. Committee Periodic Status Reports are intended to update the Executive Board on the status of the committee and the progress toward fulfilling the charges approved by the Assembly of Delegates or assigned by the Executive Board.

**COMMITTEE NAME:** Issue Committee

**COUNCIL or EXECUTIVE BOARD ASSIGNMENT:** Executive Board

**DATE OF REPORT:** 03/15/2015

**SUBMITTED BY:** Vicki Everly and Cassandra Mitchell, Issue Co-Chairs

**COMMITTEE MEMBER ROSTER:**

- see attached roster for updated member listing and Executive Board approval
- committee membership has not changed; see previously submitted and approved roster dated: August 2014

**COMMITTEE CHARGE(s):**

Constitutional Charge

*Article XV Duties of the Committees*

*Section 1. The Issue Committee shall review all Issues submitted at least ninety (90) days before the Conference meeting. The Issue Committee shall assign for Council deliberation those Issues that have met the Issue acceptance criteria specified in the Conference Procedures Manual. Issue assignments shall be made in accordance with Article XIII, Section 1, Subsection 1; Section 2, Subsection 1; and Section 3, Subsection 1.*

Outstanding Charges Established by Issue 2012 II-008

Work with the Constitution, Bylaws, and Procedures Committee to review, consolidate, and update CFP governing documents, guidelines, and instructions regarding roles and responsibilities for each biennium.

- a. duties assigned to Issue Chairs and Issue Reviewers;
- b. duties assigned to the Council Chairs and Vice Chairs;
- c. duties assigned to members of the CFP executive team; and
- d. duties contracted with contract website developer, 1EightyDesign

Activity Established by Issue Committee Final Report Dated April 1, 2014

Upgrade and improve the online Issue Management Program (IMP) and Content Management System (CMS).

Charge assigned at August 2014 EB meeting

Develop standard set of "reason" statements for "no action" decision by Council.

**COMMITTEE'S REQUESTED ACTION FOR EXECUTIVE BOARD (If Applicable):**

none at this time

**PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:**

**1. Progress on Overall Committee Activities**

Communication has been established with Kevin Hamstra of 1EightyDesign regarding website upgrades approved by the EB; target date for completion of work is early summer, allowing time for a robust beta test prior to going live on December 4, 2015 for 2016 Issue submission.

Unfortunately, due to previous commitments, there has been little other activity by the Issue Co-chairs since the last EB meeting. A work plan is being created to help ensure that activities are completed as required to meet the Issue submittal timeline for the 2016 biennial meeting (see next page).

**2. Activities to be Completed**

**a. Issue Committee Members**

- i. Recommend standard set of "reason" statements for "no action" decision by Council (*draft to*

be provided to Committee by Issue Co-Chairs based on the document submitted by Kevin Smith at the August 2014 EB meeting).

- ii. Participate in beta testing of newly designed Issue submittal process.
- iii. Review and revise Issue submission instructions (*draft to be provided to Committee by Issue Co-Chairs once IMP is updated*).
- iv. Review “finalized” Issues and recommend Council assignments (*finalized Issues provided to Committee members by Issue Co-Chairs at least 90 days prior to biennial meeting*).

**b. Issue Co-Chairs**

- i. Define duties and tasks related to onsite Issue management during a biennial meeting and work with the Constitution, Bylaws and Procedures Committee to update any related CFP governing or guidance document.
- ii. Work with 1EightyDesign to redesign and upgrade the Issue management websites.
  - 1. Develop new Issue submission websites (IMP and CMS), including the following:
    - a) Ensuring compatibility with current computer technology.
    - b) Allowing multiple reviewers for every issue (*access currently limited to a single reviewer for a specific Issue*).
    - c) Allowing two submitters access to each issue (*access currently limited to a single submitter which does not allow committee co-chairs or a vice-chair to readily work together during the final online review*).
    - d) Researching current technology for “tracking changes” to improve the review process. (*NOTE: options will be presented to EB for approval prior to purchasing any software beyond the previously approved scope of work.*)
    - e) Improving Issue attachment format to:
      - (1) separate “content” attachments (*those requiring Council review and approval*) from “supporting” documents (*those submitted to provide additional background info to Council*); and
      - (2) retain attachments in original format as well as PDF (*current program auto converts all documents to PDF and original formatting is lost*).
    - f) Conducting a robust beta test of new websites.
    - g) Creating two sets of step-by-step instruction packets with screen shots:
      - (1) *For CFP internal use*: Working with IMP and CMS.
      - (2) *For the Issue submitter*: How to submit and finalize an issue.
- iii. Work with 1EightyDesign and CFP management team to upgrade *foodprotect.org* for functionality on computers, tablets and phones based on the new CMS program.
- iv. Conduct online Issue review and “finalize” Issues prior to 2016 biennial meeting.

**3. Issue Submittal Timeline (dates taken from CFP master calendar) – included for information only**

<b>November 2015</b> <i>(date not specified)</i>	2016 Issue Submission Form Released ( <i>NOTE: form is released as a Word document on the CFP website to allow submitters an opportunity to begin drafting Issues in advance of the online submittal process</i> )
<b>December 4, 2015</b>	Required date for Final Committee Reports and prospective Committee Issues to be submitted to Council Chairs for preliminary review ( <i>NOTE: preliminary review tasks are shared between the Council Chairs and Issue Reviewers</i> )
<b>December 15, 2015</b>	Online Issue Submission opens
<b>January 15, 2016</b>	Issue Submission closes ( <i>mandated not less than 90 days before biennial meeting</i> ) ( <i>NOTE: once Issue submission ends, the Issue review process begins and must be completed prior to finalizing Council assignments</i> )
<b>February 21, 2016</b>	Target date for Issue Committee to finalize Council assignments
<b>March 6, 2016</b>	Mandated date for Issue Packets to be made available by ED ( <i>40 days before biennial meeting</i> )
<b>April 16-20, 2016</b>	Biennial Meeting in Boise, Idaho