

Conference for Food Protection – Committee Periodic Report

Template approved: 04/20/2016

Committee Reports are considered DRAFT until accepted by the Executive Board

The Conference Chair, Executive Director, Council Chair, or Issue Chair may return committee reports, Issues, or attached documents requesting edits to improve clarity or understanding, or to include missing information.

Committee-submitted documents may impact the image, credibility and integrity of the Conference as an organization. With the exception of material that is copyrighted and/or has registration marks, committee generated documents submitted to the Executive Board and via the Issue process (including Issues, reports, and content documents) become the property of the Conference.

COMMITTEE NAME: **Issue**

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

Date submitted: 3/31/2017

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: Vicki Everly and Debbie Watts, Issue Chairs

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.

Issue # 2012 II-008

Work with the Constitution, Bylaws, and Procedures (CBP) 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.*

COMMITTEE WORK PLAN AND TIMELINE:

| MAJOR TASKS FOR THE 2016-2018 BIENNIUM | ASSIGNED RESPONSIBILITY | TARGET DUE DATE |
|--|---|--|
| 1. Work with CBP Committee to review/revise CFP governing documents | Issue Chairs w/ Committee members | New date: TBD Original target date: Spring 2017 |
| 2. Re-format Issue submission instructions and review checklists into more user-friendly documents: a. Independent (<i>non-committee</i>) submitted Issues b. CFP committee submitted Issues | Issue Chairs w/ Committee members | Summer 2017 Current Status: draft revision in progress |
| 3. Review and update (<i>if necessary</i>) Issue related documents: a. Issue Attachment Limitations b. Issue Acceptance Criteria c. Issue Pre-Submission Form d. Guidance document on editing Issues in Council (<i>approved 04/2016</i>) e. Council Guidance when taking "no action" (<i>approved 04/2016</i>) f. Post-deliberation Issue tasks at biennial meeting (<i>approved 04/2016</i>) g. Abbreviated Committee Report and Issue Review Process (<i>2015</i>) | Issue Chairs w/ Committee members | Summer 2017 Current Status: review in progress |
| 4. Participate in a conference call for Standing and Council Committee Chairs to review the process for preparing and reviewing final committee reports and Issues | Issue Chairs w/ Council Leaders, ED, EA, etc. | 09/2017 |
| 5. Ensure availability of updated 2018 Issue documents: a. Pre-Submission Form (<i>MS Word document allows preparation of Issues in advance of online submittal</i>) b. Issue submission guidelines | Issue Chairs w/ ED, EA | 10/2017 |
| 6. Ensure the Issue Management Program (IMP) and Content Management System (CMS) programs are ready for online Issue submittal/review process | Issue Chairs w/ IT consultant, ED, EA | Fall 2017 |
| 7. Conduct preliminary review of the draft of final committee reports and prospective committee Issues (<i>preliminary drafts reviewed by Council Leaders; then revised documents are submitted to Issue Chairs</i>) | Issue Chairs | 12/2017 |
| 8. Open online Issue submission process | Issue Chairs w/ IT consultant, ED, EA | 12/12/2017 |

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|---|--|------------------------------|
| 9. Close online Issue submission process (<i>not less than 90 days before biennial meeting</i>) | Issue Chairs w/ IT consultant | 01/12/2018 mandate |
| 10. Review all submitted Issues, content documents, and supporting attachments | Issue Chairs w/ designated Issue Reviewers | finalize by mid-02/2018 |
| 11. Recommend assignment of finalized Issues to Councils | Issue Chairs w/ Committee members | 02/20/2018 |
| 12. Work with Council Leaders to designate order of Issue deliberation | Issue Chairs w/ Council Leaders | Late 02/2018 |
| 13. Prepare final Issue Master Packet and Scribe Packet (<i>available at 40 days before biennial meeting</i>) | Issue Chairs w/ IT consultant | 03/06/2018 mandate |
| 14. Provide assistance to review and update Scribe Manual | Issue Chairs w/ Scribe Supervisor, ED, EA | 03/2018 |
| 15. Coordinate and manage onsite Issue related activities at the Richmond Biennial Meeting | Issue Chairs w/ ED, EA, Council Leaders | 04/15-19/2018 |

COMMITTEE ACTIVITIES:

1. **Dates of committee meetings or conference calls:** No Committee meetings have been held at this time.

2. **Overview of committee activities:**

a. **Issue Committee Activities:** Committee activities are scheduled to begin in early Summer 2017.

b. **Issue Chair Activities:**

1) August 2016: began compiling an “*Issue Reviewer Notebook*” to provide guidance for future Issue Chairs and Issue Reviewers; work on this document will be ongoing throughout the 2018 biennial meeting process. This is intended to be a working document (currently 47 pages in length), maintained and updated by the Issue Chair(s) to reflect process changes and lessons learned. Contents include reference to and excerpts from approved procedure, step-by-step instructions for completing assigned tasks, and example email and online messaging; contents currently include:

(Note: months, where indicated, assume a biennial meeting in April of even numbered years)

1. Maintain Issue Documents
2. Update the Issue Management Program (IMP) and Conference Management System (CMS)
3. Conduct Committee Chair Conference Call (September of odd numbered year)
4. Conduct Preliminary Review of Committee Reports and Issues (December)
5. Monitor Online Issue Submission (December-January)
6. Conduct Online Issue Review (January-February)
7. Finalize Issues (February)
8. Assign and Sequence Issues for Council Deliberation (February)
9. Prepare Final Issue Packets (March)
10. Conduct Onsite Issue Review and Preparation (Biennial Meeting)
11. Assist with Post Biennial Meeting Document Preparation
12. Appendix:
 - a. Issue History
 - b. Time Tracking
 - c. Work Plan (required to be submitted with periodic reports to the Executive Board)
 - d. Issue Activity Checklist

2) August 2016: provided ED and Conference Chair/Vice Chair the first draft of a 2-year “*Issue Activity Checklist*” and timeline for their review and comment. The timeline is intended to be a working document, updated as necessary, and includes mandated activities, activities routinely conducted during each biennium, and “new” activities in support of the following motion passed at the Fall 2016 Executive Board (EB) meeting:

Executive Board leadership communicates in writing with the committee chairs regarding their responsibilities and those chairs should acknowledge in writing the acceptance of their responsibilities. The Conference and Council Chairs and Vice Chairs should communicate every other month with committees for committee updates and any appropriate actions that are warranted.

A number of activities added in reference to this motion focus on enhanced communication between the Issue Chairs and the Conference and Council leaders regarding the status of committee reports and Issues; actions to be taken by the Conference and Council leaders subsequent to communication from the Issue Chairs is not intended to be part of this checklist. See supporting attachment for the current version of this draft checklist; this checklist is included with this report for information only and does not require EB approval.

- 3) December 2016: as part of the ad-hoc committee formed to develop a Disparagement Policy, received a listing of 17 Issues that were submitted for deliberation during the past 4 biennial meetings (2010, 2012, 2014, and 2016) where company names were included in the Issue narrative or in an attached document. These Issues and attachments will be reviewed by the Issue Chairs in detail to determine if Issue review procedures need to be strengthened to ensure compliance with the CFP Commercialism Policy. A report listing the Issues in question and the Issue Chair findings will be submitted to the EB at the Fall 2017 meeting along with any recommended procedural changes or concerns requiring clarification.
- 4) Fall 2016/Winter 2017: began re-formatting the 2016 “*Issue Review Checklists*” into a single document; separate checklists currently exist for committee Issues and independent submitted Issues. The intent is for the re-formatted document to be easier to maintain. A new section will be included in the checklist: “Presenting an Issue to Council.” Currently, the only available guidance is very general/generic and found in the “*Biennial Meeting/Conference Procedures*” (2016; page numbers noted) and states:
 - *Presentation of the Issue to the Council: The submitter of each Issue, or the submitter's representative, is afforded the opportunity to verbally present the Issue to the Council as it is opened for discussion and to address questions that arise during its deliberation. (page 8)*
 - *The Committee Chair or the Committee Chair's designee should be present when the Council meets during the Biennial Meeting to present and discuss the Committee's report. (page 16)*

Input from current and past Council Chairs will be requested for this section.

The revised “*Issue Review Checklist*” will be submitted to Issue Committee members in Summer 2017 for their review and comment; final draft will be submitted to the EB for review and approval at the Fall 2017 meeting. Checklists for the 2018 biennial meeting are required to be posted to the CFP website in October 2017.

- 5) March 31, 2017: email communication with Committee members to confirm membership interest and establish a timeline for upcoming document review activities during Summer 2017.
3. **Charges COMPLETED and the rationale for each specific recommendation:** No charges have been completed at this time.
 4. **Status of charges still PENDING and activities yet to be completed:** All charges are pending completion.
 - a. See above work plan and timeline for pending activities.
 - b. Challenge: Work on the outstanding charge from Issue 2012-II-008 must be completed in conjunction with the CBP Committee which was charged with consolidating the various CFP governing documents into a single manual; the Issue Committee’s role is to assist with guidelines and instructions related to Issues submitted for consideration at biennial meetings. Due to the resignation of Lee Cornman as CBP Committee Chair, activities related to this charge will be dependent on a timeline established by the new CBP Committee Chair.

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

1. Committee roster.

- a. The following industry support member was on the original volunteer list provided by the EA but had changed employers and did not receive the initial email invitation sent by the Issue Chairs; therefore, she was not included on the roster of names approved by the EB in 08/2016. We have now obtained new contact information and confirmed her interest in serving on the Issue Committee; her membership with CFP has also been confirmed.

Susan Algeo, Food Safety Training Solutions

Pottstown, PA phone 717-485-0473 susan@fstns.net

In addition, a local regulatory member contacted an Issue Chair asking to serve on the Issue Committee and stating she had volunteered for more than one CFP committee, but had not been selected to serve on any. Her name was not included on the original volunteer list provided to the Issue Chairs so she was not previously contacted; her membership with CFP has been confirmed.

Deborah Crabtree, Fairfax County Health Department

Fairfax, VA phone 703-246-8431 deborah.crabtree@fairfaxcounty.gov

The Issue Chairs request that the EB approve adding Susan Algeo with Food Safety Training Solutions and Deborah Crabtree with the Fairfax County Health Department as members of the Issue Committee.

b. The Issue Chairs remain confused about the requirements for selecting committee members in the next biennium. Discussion at the 08/2016 EB meeting regarding the committee member selection “process” was extensive and confusing, as noted by the following notations from the approved minutes:

- *Motion to table approval of a committee roster until the interested non-voting at large members are added. (page 7)*
- *Discussion ensued as to listing all at-large volunteers on rosters. Bylaws are silent as to whether volunteers must be included on a committee if they are not chosen for their preferred choice(s). (page 8)*
- *Standing Committees do not have to conform to the same balance on committees as Council Committees do. (page 8)*
- *The Constitution and Bylaws state the standing committee makeup should reflect the definitions in the Constitution as much as possible. (page 8)*

Please note that listing the above statements is **NOT** intended in any way as a criticism of the approved minutes or the participating EB members; rather, they are presented to help emphasize that there is existing confusion and multiple interpretations of the current requirements and a lack of clarity in existing CFP governing documents regarding the committee member selection process.

To help improve the process going forward, to assist future Committee Chairs and Council Chairs, and to assist the EB in their review and approval of committee rosters, the Issue Chairs recommend that the CFP governing documents be reviewed and clarified with respect to the committee member selection process.

The Issue Chairs request that the EB charge the Constitution, Bylaws, and Procedures Committee to review existing CFP governing documents regarding committee member selection, and recommend language changes to clarify the process and requirements specifically for both standing committees and council committees.

2. Discussion and resolution of identified challenges with the Issue process.

The 3 action items below were included in the 04/2016 Issue Final Report and the 08/2016 Issue Report but were not discussed at either meeting due to time constraints. (*Note: referenced documents are available on the CFP website or were attached to the Issue Report submitted for the 04/2016 EB meeting; in the interest of brevity, they have not been re-attached to this report.*)

The challenges below required the 2014-2016 Issue Chairs to continually explain (and re-explain), debate, and justify their assigned role and responsibilities in the Issue process, especially as it relates to reviewing and recommending edits in committee submitted documents. In addition to ensuring that committee documents meet the Issue submittal requirements, comments provided by Issue Chairs (or designated Issue Reviewers) are intended to help improve clarity and understanding, point out inconsistencies, and improve formatting and layout of the final document, all in an effort to improve readability.

There appears to be a growing lack of understanding, acceptance, and respect for the Issue review process and tasks as assigned by the CFP governing documents. It is recognized that the Issue submittal and review process has evolved significantly over the past 12 years... but every change and every guidance document was reviewed and approved by the EB at that time or via the Issue process. When new challenges arise (e.g., redaction), guidance has been sought from the ED and Conference Chair and Vice Chair and incorporated, as appropriate, into guidance for the next biennium. Using this process, the CFP governing documents and EB approved supporting materials establish the framework for Issue review.

To help all parties move forward with a uniform understanding of the process, the Issue Chairs request that this EB provide an affirmation of existing language in CFP documents as noted below, or provide recommended changes to help resolve confusion.

a. Continued confusion regarding “ownership” of committee documents.

More than one committee was extremely unwilling to accept any suggested edits to their documents and an inordinate amount of time was required (by many people at all levels within CFP) with back-and-forth communication in an attempt to resolve questions and concerns. Moreover, incorrect information about who has the “authority” to review committee documents was repeatedly disseminated by some committee members resulting in dissatisfaction and increased confusion with the review process.

Existing language extracted from the “*Biennial Meeting/Conference Procedures*” (2014) was adopted by the EB in August 2013 and remained unchanged in the 2016 update of these procedures. In part, the “*Issue Acceptance Criteria*” states:

- *Committee submitted documents may impact the image, credibility and integrity of the Conference as an organization.*
- *With the exception of material that has been copyrighted and/or has registration marks, committee documents submitted to the Executive Board online through the Issue Management Program, including all work products (issues; reports; and content documents) generated by a Conference committee become the property of the Conference.*

With the EB approval of new committee report templates at the 04/2016 EB meeting, both bullet points (above) are now included at the top of the “*Committee Periodic Report Template*” and the second bullet point is included on the “*Committee Final Report Template*.”

It was determined at the 08/2016 EB meeting that concerns regarding “ownership” of committee generated documents would be assigned to the “*Documents Published on CFP Website and Peer Reviewed/Non-Peer Reviewed Publications (ad hoc) Committee*” with findings and recommendations to be provided to the EB at the Spring 2017 meeting.

A decision from the EB for the 2018 biennial meeting regarding the statements noted above is needed ***no later than Summer 2017***; at that time, committees will be working on drafting final documents for Issue submittal and the EB needs to provide Committee Chairs with appropriate guidance as soon as possible. Moreover, by the Fall 2017 EB meeting, the Issue Chairs need to submit revised Issue submission documents for approval and these outstanding concerns will make it difficult to update required documents.

If the ad-hoc documents committee is unable to provide policy recommendations to the EB at the Spring 2017 meeting **OR** if their recommendations require approval via the 2018 Issue process, the Issue Chairs request immediate action on the above concern.

If a definitive policy cannot be approved at this meeting based on recommendations from the the ad-hoc documents committee, the Issue Chairs request that the EB affirm, modify, or clarify the above statements from the *Issue Acceptance Criteria* regarding committee generated documents for the 2018 biennial meeting.

- b. Confusion regarding the review process for committee submitted Issues, reports, and content documents.

In part, the “*Committee Chair Position Description*” (2014) states:

- *Writes Issue(s) and a final committee report with the assistance of the committee members as requested by the Council Chair.*
- *Submits draft of final committee report, Issues, and committee generated documents and recommendations for preliminary review by the Council Chair, Council Vice Chair, and Issue Chair by a stated due date.*
- *Edits documents as necessary and works with Council Chair and Issue Chair to ensure clarity, understanding, and completeness of all committee generated documents, including making any nonsubstantive changes without requiring committee member approval (e.g., reorganization of information, insertion of missing information).*
 - *Shall submit to the committee any substantive changes to document content (i.e., change of purpose, intent, or direction) for their approval with 48 hour response time requirement; majority vote of those that respond shall deem documents as “approved.”*
- *Submits committee Issues by a stated due date and in the required format, and works with Issue Reviewers to ensure Issues are readable, easy to understand, and meets all submittal and acceptance criteria.*

The “*CFP Calendar*” for the current biennium was clarified and adjusted for the 2018 biennial meeting to require that final committee documents be submitted to Council Chairs one month earlier than was required for the 2016 biennial meeting; it also clarifies that revised documents are then submitted to Issue Chairs for their review:

- *September 2017 – Issue Chairs’ conference call with Committee Chairs and Co-Chairs*
- *November 10, 2017 – Final committee reports and prospective committee Issues submitted to Council Chairs for preliminary review*
- *November 17, 2017 – Council Chairs complete their review of reports and Issues and provide feedback to Committee Chairs*
- *November 30, 2017 – Revised final reports and Issues are submitted to Issue Chairs for preliminary review and comment*
- *January 12, 2018 – Issue submission deadline*

An outline of this process is also included on an “*Abbreviated Committee Report and Issue Review Process*”; document originally created at the EB’s request in 2013 and revised in 2016 to reflect calendar changes and to show that the IMP process now allows access to the online Issue editing process by both submitters.

The Issue Chairs request that the EB affirm or re-define the “process” for submitting and reviewing committee final reports, Issues, and content documents as currently identified (above) in the “*Committee Chair Position Description*.”

- c. Ongoing committee support.

The current practice related to the review of committee reports and documents is *not* sustainable and is *not* fair to committees. Lack of thoughtful EB review and timely feedback permits committees to function autonomously throughout the biennium; then, when final reports and draft Issues are submitted,

committee documents are placed through a high level of review and scrutiny to ensure established criteria is met. Major information gaps and inconsistencies are often discovered during this review requiring an extensive expenditure of time by the committee and the reviewers to re-work the documents, followed by multiple rounds of review within a very brief timeframe.

The “*Biennial Meeting/Conference Procedures*” (2016) states the following regarding committee reports:

The Conference Chair can send a report back to a Council Chair with a request that a committee work further on its report.

This statement was expanded when the EB approved new templates for the “*Committee Periodic Report*” and “*Committee Final Report*” at the 04/2016 meeting; the following statement is now included at the top of both templates:

The Conference Chair, Executive Director, Council Chair, or Issue Chair may return committee reports, Issues, or attached documents requesting edits to improve clarity or understanding, or to include missing information.

The Issue Chairs request that the EB establish procedure and protocol that will ensure CFP committees are provided with meaningful feedback throughout the biennium on the content of their periodic committee reports and any accompanying committee drafted documents.

3. Data usage for Issue review and verification of final packets.

Issue review is a volunteer task; however, extensive internet usage is required to conduct this activity over a 2 month period of time. Both Issue Chairs exceeded their personal home internet data usage during the 2016 review process. For example, verification of the various links and documents in both the Master and Scribe Issue Packets required more than 5 gigabytes of data transfer in a *single day* (which was more than 3 times the normal *monthly* data usage for that Issue Chair). Nearly 100% of Issue review work has been conducted using personal time and personal computer systems; even if this work had been conducted on employer time or using employer provided internet access, the required data usage may have been considered excessive by that employer.

This point is brought forward to ensure transparency regarding technology requirements to complete future Issue review tasks and to begin the process of establishing alternatives should the need arise in 2018.

The Issue Chairs request that, prior to the 2018 Biennial Meeting, the EB consider and approve a method of providing required internet access to complete Issue review tasks.

4. Committee report content.

At the conclusion of the 04/2016 EB Issue Report discussion, the topic of committee report content was introduced and the EB was asked to consider the extent of information needed in a final committee report.

Opinions have been expressed by some EB members that final committee reports can be too long, too complicated, and take too much time to review. While only a few final reports are submitted to the EB for review, the majority are reviewed by Council members in conjunction with submitted committee Issues.

In 2016, draft committee reports ranged from a single statement indicating “charge complete” to multiple pages describing the process and rationale used in developing final recommendations; reports that did *not* describe both process *and* rationale were returned to committee chairs with a request for clarification.

The only reference found within the CFP governing documents related to final committee reports is in the “*Biennial Meeting/Conference Procedures*” (2016) and states:

Committees that are assigned to a Council and Standing Committees that are submitting an Issue shall provide a final report of their activities to the Council with a recommendation in the form of an Issue submitted for Conference deliberation.

The only existing guidance regarding committee final reports is imbedded into the “*Final Committee Report Template*” instructions approved at the 04/2016 meeting.

The Issue Chairs request that the EB develop guidance on the preparation of final committee reports.

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

a. “*Issue Activity Checklist*” – this checklist is a working document and intended to serve as an appendix (pages 43-37 at this time) to the “*Issue Reviewer Notebook*” currently under development. This document is being provided to the EB for information only; it does *not* require EB approval, however, questions or suggested edits to improve clarity are welcome.