

## 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:** Food Protection Manager Certification

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

Date submitted: 3/5/2019

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:**

**1. 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

**2. Overview of committee activities:**

A face to face meeting was held in October and committee activities were prioritized based on the ongoing standing charges as well as to improve on work done during the last biennium. All interim work will be discussed at an upcoming meeting in April of 2019 where outputs will be reviewed, and additional goals and timelines put into place to meet expectations. Key activities include an official review of the Bylaws, official review of the Food Protection Manager Certification Standards, continued work on communication efforts for regulatory bodies and review of the Normative document for any updates. The Board requested that the FPMCC review the ANSI contract, understand current expectations, functions and engagement requirements and suggest improvements where needed. This will be done by the Bylaws Committee with potential changes to the Bylaws proposed to include these expectations. The following workgroups were formed to address the above:

1. Bylaws
2. Standards
3. Communication
4. Logistics

3. **Charges COMPLETED and the rationale for each specific recommendation:**

- a. N/A
- b.

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

- a. Review of Bylaws – review contract with ANSI and improve
- b. Review of Standards
- c. Review of Normative Document

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

- 1. Approval of revised FPMCC roster as submitted.

ATTACHMENTS: FPMCC Roster

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/](http://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