

**Committee Progress Reports are considered DRAFT until accepted by the Executive Board**

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**COMMITTEE NAME:** Program Committee

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

Date submitted: 9/12/2022

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:** Ben Chapman and Veronica Bryant

**COMMITTEE CHARGE(S):**

- The Program Committee shall be responsible for the educational workshop, and the reports and updates session at the biennial meeting.

**COMMITTEE WORK PLAN AND TIMELINE:**

- Once a roster is approved, the Program Committee will meet ASAP to investigate and make recommendations re the following:
- Virtual workshop interest prior to the April 2023 Biennial meeting or in person as part of the Biennial meeting – virtual workshop format selected
- Topics of interest for educational purposes – topics will be chosen based on “hot topics” from submitted issues
- Building the agenda
- Inviting speakers
- Moderating sessions
- Conduction evaluations

**COMMITTEE ACTIVITIES:**

- Dates of committee meetings or conference calls:**

December 8, 2021 – program committee (charges, discussion of timeline, content, format)

February 25, 2022 – call with strategic planning committee re: in person/virtual/hybrid approaches

August 1, 2022 – dates for 2023 Workshop selected, Workshop to be held virtually March 22 – 24. Workshop will be 12:00 – 1:30 PM Eastern time each day.

**Overview of committee activities:**

Discussion continues over email after initial meetings of program committee. Much of the logistics work will come after issue submission is completed in December 2022.

The specific speakers will not be selected until AFTER issues are submitted in December, we will work directly with Council Chairs to figure out specific issues that they feel need more science/data/background on. For instance, there might be a CFP issue about rethinking TCS food status for all cut vegetables. The educational session could include 30 minutes on the science of this. The idea is to provide education on the topic to all members (Council members, attendees, even virtual attendees). Focus is on new/notable. The overall objective is to be very responsive to the breaking/current/emerging issues of the day (really the issues that are submitted) and supply just-in-time education to all CFP members on this.

The Program Committee will work to quickly find academic/technical people (who are not connected directly to the issue) and schedule for the webinars

To take place in person during 2023 Biennial Meeting:

- Opening session with a big time speaker that does something similar to what Don Schaffner did in 2020
  - take the issues, talk about assessing risk - or if there's a big issue that breaks in between now and then, tackles that (45 min). Suggested speaker: Joell Eifert, Virginia Tech (<https://www.fst.vt.edu/aboutus/faculty/joelleifert.html>)
- A panel focused on emerging issues (45 min) more of a Q &A (also based on issues)

This will result in the educational workshop providing 4.5hrs of (and up to 6hrs with reading) of CEUs online, an additional 1.5 in person. Program Committee will need to work with NEHA on getting national CEUs approved.

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

- a. Workshop dates scheduled and online format finalized
- b.

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

- a. Educational workshop and in person educational presentations will be completed March, April 2023.

**COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:**

Feedback requested from board requested:

How will the agency reports be delivered, the week before CFP? Or do we keep these in person? (Program committee is leaning towards online in previous week, including agency representatives)

Do we get online week presenters to come to CFP and be resources in April 2023 (to be called upon during deliberation)?

Do we survey CFP members about potential issues ("are you planning on submitting an issue? What is the general topic?") and investigate presenters in the fall of 2022?

**Board Action is NOT required and therefore the report can be placed on the consent calendar for Board review and acceptance.**

**Board Action is required for some provision(s) of this report and therefore a verbal report needs to be presented at the Board Meeting.**

- 1. We seek feedback on proposed plan from the board
- 2.

**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/](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