

Conference for Food Protection – Committee Periodic Report

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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: **Publications Committee (PubC)**

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

Date submitted: 7/23/2018

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 (EB)**

REPORT SUBMITTED BY: Vicki Everly, Chair, and Joell Eifert, Vice Chair

COMMITTEE CHARGE(S):

Issue # 2018-II-024 placed the following narrative in the Constitution and Bylaws (numerals added)

1. The Publications Committee shall report to the Executive Board.
2. The Publications Committee shall make recommendations to the Board to establish, maintain, and improve Conference publications regarding Conference endorsement, copyright, scientific and regulatory accuracy, and external publication approval.
3. The Committee shall report all publication recommendations to the Board for approval prior to internal publication and revisions or external publications.

COMMITTEE WORK PLAN AND TIMELINE:

<i>PRELIMINARY WORKPLAN – MAJOR TASKS FOR THE 2018-2020 BIENNIUM</i>	<i>ASSIGNED RESPONSIBILITY</i>	<i>TARGET DUE DATE</i>
1. Submit draft roster for EB approval	PubC Chair and Vice Chair	August 2018
2. Establish Committee working groups to conduct research and develop recommendations regarding: a) Internal publications including documents posted on the CFP website. b) External publications such as white papers, submittals to peer reviewed journals, etc. c) Publication rights and legal concerns regarding copyright, intellectual property, public domain, etc. d) Process, parameters, and conditions for any publication release, including creation of a CFP “style guide.”	PubC members	For periodic reporting: September 2019 March 2019 July 2019
3. Draft “position description” for PubC Chair for EB review and approval	PubC Chair and Vice Chair, with Conference Chair	March 2019
4. Draft Committee tasks and clarified charges for EB review and approval – based on recommendations extracted from previous EB discussions regarding publications (see attached supporting document)	PubC members	March 2019
5. Develop draft “style guide” for CFP documents for EB review and approval	PubC members	March 2019
6. Submit periodic report for EB review and approval	PubC Chair and Vice Chair	March 2019
7. Review and edit existing documents (based on approved style guide) for EB review and approval (Note: per Committee charge, PubC is required to “report all publication recommendations to the Board for approval prior to internal publication”)	PubC members	July 2019
8. Submit periodic report for EB review and approval	PubC Chair and Vice Chair	July 2019
9. Complete assigned tasks and charges for this biennium	PubC members	October 2019
10. Draft final PubC report and any relevant Issues for consideration at the 2020 Biennial Meeting – documents to be submitted to Executive Director for review and approval	PubC Chair and Vice Chair	October 2019
11. Submit into the online system the final approved version of any Issues to be considered at the 2020 Biennial Meeting	PubC Chair and Vice Chair	December 2019
NOTE: workplan will be modified as Committee activities are identified and approved by the EB.		

COMMITTEE ACTIVITIES:

1. **Dates of committee meetings or conference calls:**
06/15/2018 – conference call between PubC Chair and Vice Chair.
2. **Overview of committee activities:**
07/06/2018 – recruitment email sent to all volunteers who expressed an interest in serving on the PubC.
3. **Charges COMPLETED and the rationale for each specific recommendation:**
No charges have been completed at the time of this report.
4. **Status of charges still PENDING and activities yet to be completed:**
Committee activity will begin once membership is confirmed by the EB.

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

1. Approval of draft PubC roster (see attached); recommended membership includes all respondents to our recruitment email who affirmed their interest in serving on the Committee.

ATTACHMENTS:

1. **Content Documents:**

- a. **Committee Member Roster:** *As 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. Executive Board Meeting Notes – extracted narrative from EB meeting minutes (7 pages); attached only to provide background of the EB’s prior discussions (between 2008-2017) regarding CFP publications. This document will also be provided to PubC members when membership is approved and committee activities begin.