

**Conference for Food Protection**  
**Council *indicate I, II, or III* Final Summary Report**

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*Revised draft March 7, 2018*

**Date of Report:** \_\_\_\_\_ (if an addendum report is submitted, so indicate and include addendum date)

**Submitted By:** \_\_\_\_\_, Council Chair  
\_\_\_\_\_, Council Vice Chair

**Committee Charges and Activities:** *See individual committee reports for details*

**1. List of Committees:**

- a. List all Committees and Committee Chair/Co-Chair, and the exact title and Issue number for all Issues submitted by each committee in alpha numeric order (include any appropriate committee name acronym)

**2. Council leadership requested action:**

- a. What problems did your Council Committee experience in the 2016-2018 biennial cycle and is there anything the Executive Board could or should do to prevent similar problems from occurring in the future?

**3. Council Issue Breakdown:**

- a. Indicate the total number of Issues assigned to your Council this year,
- b. Indicate the number of Issues submitted by your Council's committees, and
- c. Indicate the number of independent Issues assigned to your Council

***This Final Report is required to be submitted at the April (Biennial Meeting) Executive Board (EB) meeting. Council leadership is responsible for obtaining and reviewing their assigned committees' reports in order to prepare this document.***

***The purpose of this report is to facilitate EB discussion by providing a summary of items requiring action – it is not intended to replace or duplicate information within individual committee reports.***

**Notes:**

- Red font indicates information to be completed and updated for each report submittal.
- Please keep action item information in multilevel outline format to facilitate discussion and for ease of reference in EB meeting minutes; please minimize use of bullets.