Conference for Food Protection – Committee Periodic Status Report

Template approved by the Executive Board May 2014

Committee Periodic Status Reports are considered DRAFT until reviewed and acknowledged by the Executive Board

Council Chairs are required to submit committee reports to the Executive Director at least 30 days prior to each Executive Board meeting (held in Spring and Fall of each year); please submit reports far enough in advance of this deadline to permit review by the Council Chair. Committee Periodic Status Reports are intended to update the Executive Board on the status of the committee and the progress toward fulfilling the charges approved by the Assembly of Delegates or assigned by the Executive Board.

COMMITTEE NAME: Issue

COUNCIL or EXECUTIVE BOARD ASSIGNMENT: Executive Board

DATE OF REPORT: 07/15/2015

SUBMITTED BY: Vicki Everly and Cassandra Mitchell, Issue Co-Chairs

COMMITTEE MEMBER ROSTER:
   Committee membership has <u>not</u> changed; see previously submitted and approved roster dated: <u>August 2014</u>

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.

Outstanding Charges Established by Issue 2012 II-008
   Work with the Constitution, Bylaws, and Procedures 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, 1EightyDesign*

Established by Issue Committee Final Report Dated April 1, 2014
   Upgrade and improve the online Issue Management Program (IMP) and Content Management System (CMS).

Assigned at August 2014 EB meeting (note: this charge is completed with requested EB action below)
   Develop standard set of "reason" statements for "no action" decision by Council.

COMMITTEE'S REQUESTED ACTION FOR EXECUTIVE BOARD (If Applicable):

A.   **Approval of the following as Council guidance when taking *"No Action"*:**
   A Council may craft its own language to capture a specific reason for taking "No Action" on an Issue; however, the following statements are offered as guidance:

   1.   The Issue is adequately addressed in the current FDA Food Code, Section(s) _____.
   2.   Insufficient science/research has been provided to take action on the recommended solution.
   3.   Council could not reach consensus on the Issue.
   4.   The Issue is outside the scope of the Conference for Food Protection.
   5.   The Issue is being addressed in Issue _____.
   6.   The submitter withdrew the Issue.

B.   **Approval of updated "Issue Attachment Limitations" to add a #8** *(see attached compilation document for full text of Issue Attachment Limitations)***:**

   8.   Supporting Attachments *(information presented only to assist in understanding the specific Issue)* must be submitted in PDF format.

C.   **Approval of updated "Issue Acceptance Criteria" (part of the Biennial Meeting/Conference Procedures Manual) to add a sub-paragraph to item #3 clarifying an Issue recommended solution that impacts multiple Food Code sections.** This concept and statement language was previously debated and approved by the EB for the 2014 Issue submission instructions, but not

specifically approved as part of the Issue Acceptance Criteria *(see attached compilation document for full text of Issue Acceptance Criteria)*:

3. When the recommended solution is to change the wording of a document, such as the Food Code or a Conference document, the portion of the document to be changed must be accurately identified, the change that is requested must be specified (e.g., actual language for replacement, addition, change or deletion), and the recommended language provided.

    a. Regarding the FDA Food Code, if changes impact multiple sections, a recommendation may be submitted as a summarized explanatory description of the overall concept without including specific language changes for each and every impacted section.

PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:

1. ### *Progress on Overall Committee Activities*

    Communication is ongoing with Kevin Hamstra of 1EightyDesign regarding website upgrades; target date for completion is the end of summer allowing ample time for a beta test prior to launching the new site on 12/04/2015 for 2016 Issue submission.

    Issue Committee members provided comment and suggested edits to the draft "no action" statements (originally proposed by Kevin Smith and discussed by the EB at the April 2015 meeting); Committee members concur with the statements above under requested EB action and recommend it be approved as "guidance."

    Issue Co-chairs are reviewing, comparing, and updating (as necessary) documents related to Issue submission and Issue review for the 2016 biennial meeting. In general, updates are limited to deadline dates, to reconcile narrative within various documents and with approved CFP procedures, and to improve readability (e.g., simplifying language, consolidating and reorganizing lists). The documents are in various stages of editing; suggested edits and improvements are welcome.

    a. **Documents included above under requested EB action:**
        1) Issue Attachment Limitations *(see attached compilation document)*
        2) Issue Acceptance Criteria *(see attached compilation document)*

    b. **Documents where there are currently no recommended changes requiring EB action:**
        1) Committee Final Report Template and Instructions *(no change)*
        2) Terms and Conditions for Issue Submission *(see attached compilation document; the only change is to the submittal deadline which is mandated by the CFP governing documents at 90 days prior to biennial meeting)*
        3) Issue Rejection Process *(no change)*

    c. **Documents where final language is pending completion of new Issue related websites:**
        1) Issue Pre-submission Template *(suggested changes currently limited to removing fax as a method of contact, and separating attachments into "content documents" and "supporting attachments")*
        2) Issue Review Checklist – for independent (non-committee) submitted Issues *(suggested changes are non-substantive in content relating to formatting and language clarity)*
        3) Issue Review Process and Checklist – for CFP Committee submitted Issues *(suggested changes are non-substantive in content relating to formatting and language clarity)*

        > NOTE: when converting the two Checklists to PDF, the page numbering format would not convert correctly; we apologize for any confusion.

2. ### *Activities to be Completed*

    a. **Issue Committee Members**
        1) Participate in beta test of newly designed Issue submittal process *(early fall).*
        2) Review final draft of Issue Review Checklists – for both committee and independent submittals *(provided to Committee by Issue Co-Chairs once IMP is updated).*
        3) Review "finalized" Issues submitted for the 2016 biennial meeting and recommend Council assignments *(finalized Issues provided to Committee by Issue Co-Chairs via IMP).*

    b. **Issue Co-Chairs**
        1) Work with 1EightyDesign to redesign and upgrade the IMP and CMS websites.

2) Work with 1EightyDesign and CFP management team to upgrade *foodprotect.org* for functionality on computers, tablets and phones based on the new CMS program.
3) Define duties and tasks related to onsite Issue management during a biennial meeting, and work with the Constitution, Bylaws and Procedures Committee to update any related CFP governing or guidance document.
4) Finalize all Issue related documents for posting on CFP website *(by October 2015)*.
5) Conduct conference call with CFP Committee Chairs, Council Chairs and Vice Chairs, Conference Vice Chair, and CFP ED and EA *(October 2015)*
6) Participate with Council Chairs in review of final Committee reports and draft Issues *(December 2015)*.
7) Conduct online Issue review and "finalize" Issues prior to 2016 biennial meeting *(January-March 2016)*.

3. *Issue Timeline (most dates are from CFP master calendar) – included in this report for information only*

October 2015 *(date to be determined)*	Conference call with Committee Chairs (and others) to review process for preparing final committee reports and Issues *(NOTE: all related documents will be disseminated prior to the meeting)*
November 2015 *(date not specified)*	2016 Issue Submission Form Released *(NOTE: form released as a Microsoft Word document on the CFP website to allow submitters to draft Issues in advance of the online submittal process)*
December 4, 2015	Date for Final Committee Reports and prospective Committee Issues to be submitted to Council Chair for preliminary review *(NOTE: review conducted by Council Chairs and Issue Reviewers)*
December 15, 2015	**Online Issue Submission opens**
January 15, 2016	**Issue Submission closes** *(mandated not less than 90 days before biennial meeting)*
3rd week of February	Target date for Issue Committee to finalize Council assignments
March 6, 2016	**Issue Packets to be made available by ED** *(mandated at 40 days before biennial meeting)*
April 16-20, 2016	Biennial Meeting in Boise, Idaho

Conference for Food Protection – Committee Periodic Status Report

Template approved by the Executive Board May 2014

Committee Periodic Status Reports are considered DRAFT until reviewed and acknowledged by the Executive Board

COMMITTEE NAME: Issue

DATE OF ADDENDUM REPORT: 08/01/2015; original report dated 07/15/2015

SUBMITTED BY: Vicki Everly and Cassandra Mitchell, Issue Co-Chairs

This amended Issue report is based on recommendations made during a 07/30/2015 Constitution, Bylaws, and Procedures (CBP) Committee conference call and has been reviewed by the CBP Committee Chair.

Language NOT included in the original Issue report dated 07/15/2015 is indicated below in RED FONT.

COMMITTEE'S REQUESTED ACTION FOR EXECUTIVE BOARD:

A. **Approval of the following as Council guidance when taking *"No Action"*:**
   A Council may craft its own language to capture a specific reason for taking "No Action" on an Issue; however, the following statements are offered as guidance:
   1. The Issue is adequately addressed in the current FDA Food Code, Section(s) _____.
   2. Insufficient science/research has been provided to take action on the recommended solution.
   3. Council could not reach consensus on the Issue.
   4. The Issue is outside the scope of the Conference for Food Protection.
   5. The Issue is being addressed in Issue _____.
   6. The submitter withdrew the Issue.
   7. The Issue was debated by Council at a previous biennial meeting and lacks any additional or new information to support the recommended solution.

PROGRESS REPORT / COMMITTEE ACTIVITIES WITH ACTIVITY DATES:

1. ***Progress on Overall Committee Activities***

   a. **Documents where final language is pending completion of new Issue related websites:**
      1) Issue Pre-submission Template *(see attached revised document)*

         > **Please check all that apply:**
         > ☐ This Issue was submitted for consideration at a previous biennial meeting;
         >   see Issue # _____ *(insert year and final assigned Issue number).*
         >   ☐ *New or additional Supporting Attachments have been included.*
         >   ☐ *Recommended Solution has been revised.*
         > ☐ This Issue has NOT been submitted for consideration at a previous biennial meeting.

      2) Issue Review Checklist – for independent (non-committee) submitted Issues *(see attached revised document)*

         Insert a new point on page 2 under "Overall Scope of Issue":

         > If an Issue was submitted for consideration at a previous biennial meeting, it is highly recommended that the NEW submission contain additional clarifying information or attachments not previously submitted that support the recommended solution.

         Insert a note on page 4 under "Specific direction(s)… regarding final disposition of the Issue recommendation, such as":

         > NOTE: any recommended solution to form a committee must also contain charges that are specific and achievable and include a requirement to report the committee's recommendations at the next biennial meeting.

      3) Issue Review Process and Checklist – for CFP Committee submitted Issues *(see attached revised document)*

         Insert statements on pages 5 and 6 clarifying the scope of newly created committee charges:

         > Page 5: All charges need to be specific and achievable.
         > Page 6: All charges need to be specific and achievable and include a requirement to report the committee's recommendations at the next biennial meeting.

…from 2014 Biennial Meeting/Conference Procedures…changes must be approved via Issue process

1. In order for the Issue to be accepted by the Conference and considered for Council deliberation, all sections of the form must be completed. The Issue must be described completely, with its impact on retail distribution identified. The food protection or public health aspect of the Issue must be clearly stated to be easily understood. A suggested solution or rationale for the Issue must be sufficiently detailed to cover all aspects of the submission.

   a. Prior to finalization, all Issues are to be in a "finished form" (e.g., no annotations or unaccepted edits, all attachments present and complete). Issues that are not in this format may be rejected if the submitter fails to make requested revisions. Documents containing "track changes" or comments from reviewers cannot be accepted because they are, by definition, unfinished and incomplete; the Council will not know what wording to act upon.

   b. Issues will NOT be rejected based on content; the only reason for rejection will be noncompliance with the requirements for Issue acceptance.

2. Committee submitted documents may impact the image, credibility and integrity of the Conference as an organization.

   a. 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.

   b. Issues and supporting documents submitted to the Conference by an independent entity or individual reflect only the submitter's ideas, values, opinions, and findings and those documents do not become the property of the Conference.

   c. An independent entity or individual who submits an Issue with attached content documentation gives their automatic consent to the Conference to publish that information for deliberation and dissemination.

3. When the recommended solution is to change the wording of a document, such as the Food Code or a Conference document, the portion of the document to be changed must be accurately identified, the change that is requested must be specified (e.g., actual language for replacement, addition, change or deletion), and the recommended language provided.

   a. Regarding the FDA Food Code, if changes impact multiple sections, a recommendation may be submitted as a summarized explanatory description of the overall concept without including specific language changes for each and every impacted section.

4. A late-breaking food safety Issue submitted after the deadline may be considered for assignment to a Council if it has first been presented to the Conference Executive Board for review and acceptance. The Conference Executive Board shall inform the Issue Committee Chair of its decision to accept or reject any Issue submitted after the Issue deadline.

| **Issue Rejection Process** | *Approved by the Executive Board – August 2011* |

…from 2014 Biennial Meeting/Conference Procedures…changes must be approved via Issue process

1, All Issues must be received in final form by the deadline date. If an Issue received prior to the deadline date does not meet the criteria set forth in IV. B., the Issue Chair will make a reasonable attempt to contact the submitter with a brief explanation of the problem. Failure of the submitter to correct and/or resubmit the Issue prior to the deadline date will result in rejection of the Issue.

a. Issue Chair will notify submitter in writing that Issue cannot be accepted as currently written and will be rejected if not submitted in a finished form.

   1) Notification to include: specific required changes, deadline date, reference to Issue acceptance Criteria, and a recommendation that Issue can be rewritten and referred to a committee if unable to finalize language.

   2) If Issue was submitted by a CFP committee, the respective Council Chair will also be notified; the Executive Director will be notified regarding Issues submitted by standing committees.

   3) If submitter is non-responsive, he/she will be notified a second time by the Issue Chair that Issue will be rejected if not submitted in a finished form.

b. If no response is forthcoming from the submitter after the second notification, the Issue Chair will notify the Executive Director that the Issue is pending rejection.

   1) The Executive Director will evaluate the Issue Chair recommendation for rejection and agree or disagree based on the criteria spelled out in the Conference Procedures for Issue Acceptance; the Executive Director may elect to contact the submitter directly.

      a) If the Executive Director agrees with the Issue Chair decision to reject, he/she will forward the Issue to the Conference Chair and Vice Chair for their review. ƒ

- The Conference Chair and/or Vice Chair may elect to contact the submitter directly to determine if he/she is willing to bring the Issue into compliance; thus, the submitter may have one last chance. ƒ
- If the Conference Chair or Vice Chair do NOT choose to contact the submitter, the Issue will be rejected. ƒ
- If the Conference Chair and Vice Chair disagree as to whether the Issue should be rejected, the matter will be referred to the Executive Board for resolution.

      b) If the Executive Director disagrees with the Issue Chair and determines the Issue (as written) meets the Issue acceptance requirements, he/she will send the Issue back to the Issue Chair with a written explanation; the Issue Chair may appeal such a finding to the Executive Board.

2. At least forty (40) days before the Conference meeting, the submitter of an Issue that does not meet the criteria for acceptance or is not in the jurisdiction of the Conference is notified by the Executive Director with a copy to the Conference Chair and the Issue Chair of the reason(s) why the proposed Issue is not acceptable. A rejected Issue may be considered a "Special Issue" if accepted by the Board and submitted by the Board to the Council at the beginning of the CFP Biennial Meeting.

Conference for Food Protection – Committee FINAL Report

Committee Final Reports are considered DRAFT until deliberated and acknowledged by the assigned Council at the Biennial Meeting

COMMITTEE NAME:

COUNCIL or EXECUTIVE BOARD ASSIGNMENT:

DATE OF REPORT:

SUBMITTED BY:

COMMITTEE CHARGE(s):

COMMITTEE ACTIVITIES AND RECOMMENDATIONS:
1. Progress on Overall Committee Activities:

2. Recommendations for consideration by Council:

CFP ISSUES TO BE SUBMITTED BY COMMITTEE:

COMMITTEE MEMBER ROSTER (attached):

Conference for Food Protection – Committee FINAL Report

Template approved: 08/2013

Committee Final Reports are considered DRAFT until deliberated and acknowledged by the assigned Council at the Biennial Meeting

- **Final report must be submitted to your Council Chair for review by the specified date prior to the Biennial Meeting.**
- **Substantive changes made to a committee final report AFTER preliminary review is complete MUST be approved by Council Chair.**
- **See also "Issue Review Checklist for Committee Submitted Issues" on the CFP website for guidance on preparing Issues.**

Before submitting report, REMOVE ALL INSTRUCTIONS IN RED or USE TEMPLATE available on the CFP website.

COMMITTEE NAME: *insert full name of Committee (acronyms or abbreviations may be placed in parenthesis after the committee name and used without parenthesis throughout the document in lieu of full committee name)*

COUNCIL or EXECUTIVE BOARD ASSIGNMENT: *insert Council I, Council II, or Council III as appropriate. Standing committees and ad-hoc committees report directly to the Executive Board and should insert "Executive Board" in this space*

DATE OF REPORT: *insert actual date the report is submitted, not the Executive Board meeting date; if a report addendum or correction is submitted, please append date with "addendum (or correction) to report dated XYZ"*

SUBMITTED BY: *insert name(s) of Committee Chair(s)*

COMMITTEE CHARGE(s): *insert full Issue number(s) and exact charges as presented in final Issues from the previous Biennial Meeting. If charge was assigned or amended by the Executive Board, include date and wording exactly as noted in meeting minutes where charge was assigned or amended.*

COMMITTEE ACTIVITIES AND RECOMMENDATIONS: *Please use number format (do not use bullets).*

1. *Progress on Overall Committee Activities:*
   a. *Include a synopsis of the info previously submitted in the committee's Periodic Status Reports, such as:*
      i. *Background or executive summary;*
      ii. *Sub-committee or workgroup structure and work plan;*
      iii. *Communication and consultation outside the committee.*
   b. *Outcome / progress on each assigned committee charge: each assigned charge to be listed separately with specific outcomes for each charge*
2. *Recommendations for consideration by Council*
   a. *ADOPTION OF COMMITTEE GENERATED MATERIAL: such as documents, policy statements, or new code language – separate Issues should be considered for each topic.*
   b. *FUTURE OF THE COMMITTEE: an Issue must include a recommendation to disband or re-create the committee.*
   c. *NEW OR CONTINUATION CHARGES (if applicable): include description of challenges if charges not completed.*
   d. *ESTABLISHMENT OF NEW COMMITTEE OR WORKGROUP (if applicable).*

***NOTE:** the content and organizational layout of information included within "Committee Activities and Recommendations" should be determined by the Committee Chair(s) in conjunction with their Council Chair (or Executive Director for committees that report to the Executive Board) based upon the complexity of the information to be presented. The overall goal is to ensure that information is complete and presented in a clear and concise manner in order to best facilitate understanding of the committee's activities and the recommendations contained within the submitted Issue(s).*

CFP ISSUES TO BE SUBMITTED BY COMMITTEE: *Please use number format (do not use bullets).*
Each requested action is to be submitted as an Issue for consideration by Council at the upcoming Biennial Meeting

1. *LIST EACH ISSUE SEPARATELY with EXACT ISSUE TITLE(s) – title must be used consistently within final report, Issues, and attachments.*
   a. *BRIEF SUMMARY OF RECOMMENDED SOLUTION(s) to charges – it is NOT necessary to include the entire content of each Issue within the final report (the Issue itself will give the required details).*
   b. *FUTURE CHARGES (if applicable)*
2. *LIST OF ATTACHMENTS – for each specific Issue:*
   a. *CONTENT DOCUMENTS – work created by a committee such as reports, guidelines, recommended language, and code or document revisions (these attachments will be reviewed and possibly edited by the Council Chair and Issue Reviewer; the final version is then submitted to Council for deliberation).*
   b. *SUPPORTING ATTACHMENTS – information or reference material submitted solely to assist in understanding the Issue.*

COMMITTEE MEMBER ROSTER (attached): *Final roster of all committee members converted to PDF from the "Committee Members Template" in Excel (available at: www.foodprotect.org/work/)*

The Council Chair or Issue Reviewer may return reports, Issues, or content attachments requesting specific edits to improve clarity or understanding, or to include missing information. *REMINDER: all committee created documents and recommendations are required to be submitted as Issues at the Biennial Meeting; each Issue must have a stated public health reason and a recommended solution.*

…as posted on the CFP web site

To be accepted by the Conference for Food Protection and considered for council deliberation, an Issue must meet all of the following Issue Acceptance Criteria

1. Be within the scope of the Conference objectives.
    NOTE: See Conference Mission and Objectives

2. Be submitted electronically using the online Issue Submission Form.

3. Be submitted on or before Friday, January 15, 2015 at 9:00 p.m. EST at which time the Submission Form will be inactivated.
    NOTE: See the Late Issue Submission Policy

4. All sections of the Issue Submission Form must be complete and be grammatically correct.

5. The Issue must be described completely including its impact on the retail food industry.

6. The food protection or public health significance must be clearly stated and be easily understood.

7. The suggested solution or rationale of the Issue must be sufficiently detailed to cover all aspects of the submission. If the recommended solution includes proposed edits to an existing document (such as the current FDA Food Code or a Conference document), the specific portion of the document to be changed must be accurately identified and any requested edits clearly specified using strikeout to indicate the words to be deleted and underline to indicate the newly added text.
    NOTE: The most current published version of a document shall be referenced. Regarding the FDA Food Code, if changes impact multiple sections, a recommendation may be submitted as an explanation of the overall concept without including specific language changes for each and every impacted section.

8. Endorsements of an Issue by an organization, agency, or individual are to be placed in the Issue Submission Form section titled "Issue you would like the Conference to Consider" or "Public Health Significance." Endorsements are NOT to be placed within the "Recommended Solution." Endorsement letters or copies of email communication may be submitted with an Issue as a supporting attachment.

9. Issue and attachments must meet specified size and format limitations.
    NOTE: See BELOW for Issue Attachment Limitations

10. Issues may not be commercial in nature. Issues that endorse a brand name or commercial proprietary process will NOT be accepted.
    NOTE: See the Commercialism Policy

11. An Issue submitted by a Conference Committee must conform to additional criteria.
    NOTE: See Issue Review Process and Checklist – Committee Submitted Issues

12. Issues will be reviewed for spelling, grammar, content, and clarity; submitter will be provided the opportunity to incorporate recommended changes. Failure to make changes as requested and within a specified time period may result in rejection of the Issue. Issues will NOT be rejected based on content; the only reason for rejection will be for non-compliance with the requirements for Issue acceptance.
    NOTE: See Issue Acceptance-Rejection Criteria from the Conference for Food Protection Procedures, Section IV. B.

13. Revisions to an Issue after the posted submittal deadline will be limited to those requested by the Issue Reviewers.

14. Issues become the property of the Conference for Food Protection once finalized by the Issue Reviewers.

…as posted on the CFP web site

Attachments to an Issue are subject to the following limitations:

1. All attached documents must be in a format compatible with Microsoft Word (.doc) or Portable Document format (.pdf); other formats such as Text (.txt) and Rich Text Format (.rtf) will NOT be accepted.

2. The name of the attachment must be specific and accurately referenced within all Issue documents; the attachment name may be modified by the Conference because of space limitations, clarification, or duplication.

3. Large documents posted online (e.g., Food Code) are to be referenced only by the web address along with a notation of the specific page and/or section numbers; large publicly available documents are NOT to be attached in their entirety.

4. All Macros are to be removed from attached documents.

5. Attachments over 2 megabytes (2 MB) in size will NOT be accepted; large documents may be divided into multiple smaller documents in a logical sequence.

6. Attachments containing a virus will NOT be uploaded; it is highly recommended that a virus scan be performed on all attachments.

7. Content Document Attachments *(body of work to be reviewed and approved via the Council deliberation process)* submitted as a PDF <u>must</u> be made available by the submitter in advance to the Council Scribe in a format compatible with Microsoft Word (.doc) to facilitate editing during council deliberations

8. Supporting Attachments *(information presented only to assist in understanding the specific Issue)* must be submitted in PDF format.

Issue Acceptance Criteria   *approved August 2011*

…from 2014 Biennial Meeting/Conference Procedures…changes must be approved via Issue process

1. In order for the Issue to be accepted by the Conference and considered for Council deliberation, all sections of the form must be completed. The Issue must be described completely, with its impact on retail distribution identified. The food protection or public health aspect of the Issue must be clearly stated to be easily understood. A suggested solution or rationale for the Issue must be sufficiently detailed to cover all aspects of the submission.

   a. Prior to finalization, all Issues are to be in a "finished form" (e.g., no annotations or unaccepted edits, all attachments present and complete). Issues that are not in this format may be rejected if the submitter fails to make requested revisions. Documents containing "track changes" or comments from reviewers cannot be accepted because they are, by definition, unfinished and incomplete; the Council will not know what wording to act upon.

   b. Issues will NOT be rejected based on content; the only reason for rejection will be noncompliance with the requirements for Issue acceptance.

2. Committee submitted documents may impact the image, credibility and integrity of the Conference as an organization.

   a. 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.

b. Issues and supporting documents submitted to the Conference by an independent entity or individual reflect only the submitter's ideas, values, opinions, and findings and those documents do not become the property of the Conference.

c. An independent entity or individual who submits an Issue with attached content documentation gives their automatic consent to the Conference to publish that information for deliberation and dissemination.

3. When the recommended solution is to change the wording of a document, such as the Food Code or a Conference document, the portion of the document to be changed must be accurately identified, the change that is requested must be specified (e.g., actual language for replacement, addition, change or deletion), and the recommended language provided.

a. Regarding the FDA Food Code, if changes impact multiple sections, a recommendation may be submitted as a summarized explanatory description of the overall concept without including specific language changes for each and every impacted section.

4. A late-breaking food safety Issue submitted after the deadline may be considered for assignment to a Council if it has first been presented to the Conference Executive Board for review and acceptance. The Conference Executive Board shall inform the Issue Committee Chair of its decision to accept or reject any Issue submitted after the Issue deadline.

Issue Rejection Process	Approved by the Executive Board – August 2011

…from 2014 Biennial Meeting/Conference Procedures…changes must be approved via Issue process

1, All Issues must be received in final form by the deadline date. If an Issue received prior to the deadline date does not meet the criteria set forth in IV. B., the Issue Chair will make a reasonable attempt to contact the submitter with a brief explanation of the problem. Failure of the submitter to correct and/or resubmit the Issue prior to the deadline date will result in rejection of the Issue.

a. Issue Chair will notify submitter in writing that Issue cannot be accepted as currently written and will be rejected if not submitted in a finished form.

1) Notification to include: specific required changes, deadline date, reference to Issue acceptance Criteria, and a recommendation that Issue can be rewritten and referred to a committee if unable to finalize language.

2) If Issue was submitted by a CFP committee, the respective Council Chair will also be notified; the Executive Director will be notified regarding Issues submitted by standing committees.

3) If submitter is non-responsive, he/she will be notified a second time by the Issue Chair that Issue will be rejected if not submitted in a finished form.

b. If no response is forthcoming from the submitter after the second notification, the Issue Chair will notify the Executive Director that the Issue is pending rejection.

1) The Executive Director will evaluate the Issue Chair recommendation for rejection and agree or disagree based on the criteria spelled out in the Conference Procedures for Issue Acceptance; the Executive Director may elect to contact the submitter directly.

a) If the Executive Director agrees with the Issue Chair decision to reject, he/she will forward the Issue to the Conference Chair and Vice Chair for their review. *ƒ*

- The Conference Chair and/or Vice Chair may elect to contact the submitter directly to determine if he/she is willing to bring the Issue into compliance; thus, the submitter may have one last chance. *ƒ*
- If the Conference Chair or Vice Chair do NOT choose to contact the submitter, the Issue will be rejected. *ƒ*

- If the Conference Chair and Vice Chair disagree as to whether the Issue should be rejected, the matter will be referred to the Executive Board for resolution.

    b) If the Executive Director disagrees with the Issue Chair and determines the Issue (as written) meets the Issue acceptance requirements, he/she will send the Issue back to the Issue Chair with a written explanation; the Issue Chair may appeal such a finding to the Executive Board.

2. At least forty (40) days before the Conference meeting, the submitter of an Issue that does not meet the criteria for acceptance or is not in the jurisdiction of the Conference is notified by the Executive Director with a copy to the Conference Chair and the Issue Chair of the reason(s) why the proposed Issue is not acceptable. A rejected Issue may be considered a "Special Issue" if accepted by the Board and submitted by the Board to the Council at the beginning of the CFP Biennial Meeting.

Conference for Food Protection
2016 Biennial Meeting ▪ Issue Pre-submission Form

*It is the policy of the Conference for Food Protection to not accept Issues
that would endorse a brand name or a commercial proprietary process.*

To provide guidance to council in their preparation for Issue deliberation, please check if applicable:
☐ This Issue was submitted for consideration at a previous biennial meeting;
 see Issue # _____ *(insert year and final assigned Issue number)*.
  ☐ *New or additional information has been included or attached.*
  ☐ *Recommended Solution has been revised.*

Title:

Issue you would like the Conference to consider:

Public Health Significance:

Recommended Solution:

The Conference recommends….

Attachments:

  Content Documents: *(documents requiring Council review; approval or acknowledgement is requested in "recommended solution")*

  Supporting Attachments: *(documents submitted to provide background information to Council)*

Submitter Information:

☐ I am a first time Issue submitter *(checking this box will enable the Council Chair to contact you in advance of the Biennial Meeting to answer any questions about the process involved in presenting Issues to Council)*

	Contact #1	*Contact #2*
Name		
Organization		
Address *(line 1)*		
Address *(line 2)*		
City / State / Zip		
E-mail		
Telephone		

ISSUE REVIEW PROCESS & CHECKLIST – NON-COMMITTEE SUBMITTED ISSUES
FOR THE 2016 CFP BIENNIAL MEETING
NOTE: A SPECIFIC AND MORE EXTENSIVE CHECKLIST IS AVAILABLE FOR ISSUES SUBMITTED BY A CFP COMMITTEE

INTENT

Because the amount of time available in council to deliberate assigned Issues is extremely limited, it is imperative that the material presented be as complete and clearly written as possible… and in a consistent format for ease in readability. Issue Reviewers will examine each document looking for ways to help improve clarity, increase readability and understanding, and minimize confusion during council deliberation. The overall goal of Issue review is to ensure that all documents move forward in a manner that facilitates council deliberation and to ensure that the final "recommended solution" provides specific and achievable direction.

The process of Issue preparation and review is conducted ONLY every two years; therefore, as much detail as possible has been incorporated into this document to help provide consistency. Information in this document has been based on frequently asked questions from Issue submitters along with common errors/omissions observed during previous review processes.

This *Issue Review Process and Checklist* is a living document that is updated for each Biennial Meeting to include changes to procedures, upgrades to the online Issue submittal process… and lessons learned. Comments and suggestions for improvement are welcome.

CONTACT INFO

Specific questions or concerns regarding Issue preparation and online submission should be referred to the Issue Chairs via email:

Vicki Everly   vicki.everly2@gmail.com

Cassandra Mitchell   cassandra.mitchell@fairfaxcounty.gov

I.   ISSUE TIMELINE

OCTOBER 2015 – Updated Issue submission template and instructions become available online

DECEMBER 15, 2015 – TUESDAY – Online Issue submission process opens

> *CRITICAL NOTE: Prior to beginning the Issue submittal process, please ensure that any "firewall" protocol on your computer does NOT prohibit receiving auto-generated emails from the Conference Issue Management Program – specific email addresses for return messages will be provided once available.*

JANUARY 15, 2016 – FRIDAY – Deadline for online Issue submittal is 9:00 PM EST

- Once the submission process has closed, the Issue Reviewers will begin work with submitters to clarify any questions or concerns regarding the Issue narrative

- Submittal of Issues in advance of the deadline is highly encouraged; submitters are able to edit submitted Issues up until the deadline

- The ONLY Issues that can be submitted AFTER the deadline must meet the CFP *"Late Issue Submittal Policy"* HTTP://WWW.FOODPROTECT.ORG/MEDIA/SITE/POLICY_CFP_LATE_ISSUE_SUBMISSION.PDF

2ND WEEK OF FEBRUARY 2016 – "Finalization" of all Issues for assignment to council – after finalization, Issues become the property of the Conference for Food Protection and CANNOT be modified except by council during the deliberation process at the Biennial Meeting

MARCH 6, 2016 – SUNDAY – Issue packets available online

II.   REVIEW CHECKLIST – TO HELP PREPARE ISSUE PRIOR TO ONLINE SUBMITTAL

A. OVERALL SCOPE OF ISSUE

Limiting the scope AND clearly defining the intent of each Issue will facilitate a logical and sequential deliberation within Council.

1. To facilitate Council debate, it is recommended to separate Issues containing multiple unrelated actions or directives; single Issues containing multiple recommendations are cumbersome to deliberate and may lead to confusing or contradictory recommended solutions.

2. If an Issue was submitted for consideration at a previous biennial meeting, it is highly recommended that the NEW submission contain additional clarifying information or attachments not previously submitted that support the recommended solution.

3. Once the online Issue submittal deadline has passed, the automated process does NOT allow the submittal of additional Issues; therefore, Issues CANNOT be easily divided into multiple Issues after the deadline has passed.

B. CONTENT REVIEW – ISSUE and ATTACHMENTS

The goals of content review are to increase readability and understanding, and to minimize confusion during Council deliberation.

1. **General review for content and clarity includes…**

    a) Verification that all sections of the submission form are complete and that the Issue meets Issue Acceptance *"Terms and Conditions"* as posted on the CFP web site

    b) Correct spelling and grammar usage
        i) Correct capitalization (e.g., committee names, Issue titles)
        ii) Correct use of organizational terminology and titles (e.g., "Conference," Biennial Meeting," "Food Code" or FDA Food Code")
        iii) Narrative is gender non-specific
        iv) Acronyms are appropriately spelled out

    c) Verification that text and page formatting is appropriate:
        i) Document titles are in quotes or italics
        ii) Use of **bold** and CAPITAL text format is used ONLY for emphasis OR if replicating the format of an existing document
        iii) Multiple page documents contain page numbers *("page __of__" is the preferred format)*
        iv) All charges and directives are numbered… NOT bulleted. The purpose of using a numbering format is to improve discussion by avoiding confusion on specific points and for easier reference.
        EXCEPTION: *directives to edit specific language within an existing document (e.g., Food Code) MUST maintain the existing numbering or bulleted format.*

        > ***NOTE:*** *the indent and multilevel outline features available in Microsoft (MS) Word do not always convert properly during online Issue submission; in most cases, all outlining and bullets will become flush-left. We apologize and hope this does not severely impact the Issue's readability.*

        v) Correct use of strikethrough/underline when specific edits to existing documents are proposed (e.g., FDA Food code, CFP documents); new or proposed language is underlined with ~~strikethrough~~ used for language to be deleted.
            ✓ The most current published version of a document shall be referenced.

      ✓ Regarding the FDA Food Code, if changes impact multiple sections, a recommendation may be submitted as an explanation of the overall concept without including specific language changes for each and every impacted section.

    d) Adherence to *"CFP Commercialism Policy"* (i.e., Issues may NOT be commercial in nature) *www.foodprotect.org/media/site/Policy_CFP_Commercialism.pdf*

    e) Verification that all referenced web address links are correct and currently accessible

2. **Issue Title…** uniquely describes purpose of Issue; limited to 75 characters

> *Issue titles may be modified by the Issue Chair for clarification in the event of duplicate submittals.*
>
> *Once finalized, an Issue title CANNOT be changed. If the intent of the Issue is modified during council debate, the council will provide clarification within the final "recommended solution" that reconciles the new Issue content and the existing Issue title.*

3. **Issue you would like the conference to consider…**

    a) Briefly describes impact this Issue will have on industry, regulatory agencies, and other members of the retail food safety community

    b) Must be clearly stated and easily understood

    c) May include endorsements by an organization, agency, or individual

> **NOTE:** *Endorsements by an organization, agency, or individual can be referenced here OR in the "Public Health Significance" section, as appropriate. Endorsements are NOT to be placed within the "Recommended Solution." Endorsement letters or copies of email communication may be submitted with an Issue as a supporting attachment.*

4. **Public Health Significance…**

    a) Describes impact this Issue will have on industry, regulatory agencies, and other members of the food safety community

    b) Clearly stated and easily understood

    a) May include endorsements by an organization, agency, or individual

5. **Recommended Solution…** ALL recommended solutions begin with the auto-generated words *"The Conference recommends…"*

> **CRITICAL NOTE:** *The "recommended solution" is the ONLY portion of the Issue submission that will appear in the Conference Proceedings; therefore, it needs to be regarding as a "stand alone" document and be as complete and as clearly written as possible.*

    a) Rationale of recommended solution must be sufficiently detailed to cover all aspects of the submission

    b) Recommended solution must contain a single option for deliberation by council; Issues offering "either/or" options will NOT be accepted. Alternative recommendations can be submitted as follows:

        i) As a supporting attachment to the Issue (see instructions below on "Supporting Attachments")

        ii) As a written proposal presented to the council during deliberation at the Biennial Meeting (see instructions below on "Submitting Written Recommendations During the Biennial Meeting")

    c) When modifying existing documents (e.g., CFP governing document, Food Code, other regulatory document):

        i) An issue may, but is not required to, propose specific wording changes to an existing document. *For example:*

"The Conference recommends a letter be sent to the FDA and USDA encouraging them to work together and bring to the 2018 Biennial Meeting of CFP a proposal to address the issue of ..."

ii) When a recommended solution includes ***specific*** edits, relevant sections of the original document are to be replicated using ~~strikethrough~~/<u>underline</u> format for any recommended change. *For example:*

"The Conference recommends that a letter be sent to the FDA requesting that Section X-XXX.XX of the Supplement to the 2013 Food Code be amended as follows:..." (specific proposed language changes MUST use <u>underline</u> format for new or proposed language with ~~strikethrough~~ format for language to be deleted)

> **NOTE:** *The most current published version of a document shall be referenced.*
>
> *Regarding the Food Code, if changes impact multiple sections, a recommendation may be submitted as a summarized explanatory description of the overall concept without including specific language changes for each and every impacted section.*

d) Because the "recommended solution" becomes a stand-alone document, acronyms must be spelled out when the term is first used in this section
Exceptions: FDA, USDA, CDC, EPA, CFP

e) Specific direction(s) MUST be given to the Conference regarding final disposition of the Issue recommendation, such as:

i) "a letter be sent to the FDA requesting…"
ii) "modified language be incorporated into…"
iii) "final guidelines to be posted on the CFP web site"
iv) "a committee be created to study…"

> **NOTE:** *any recommended solution to form a committee must also contain charges that are specific and achievable and include a requirement to report the committee's recommendations at the next biennial meeting.*

6. **Attachments…**

a) There are two (2) different kinds of attachments:

i) **"<u>Content Documents</u>" –** this is the body of work that MUST be reviewed AND approved via the Council deliberation process (e.g., guidelines, policy documents, suggested revisions to existing documents and regulatory codes)

- ✓ Content documents are reviewed for adherence to ALL submittal requirements
- ✓ Any recommended solution to adopt or approve a content document MUST state how the approved content document is to be posted on the CFP web site, for example:
  - Posted in PDF (portable document format) only
  - Posted in specific editable format (e.g., MS Word, Excel, PowerPoint)
  - Posted in both PDF and specific editable format

ii) **"<u>Supporting Attachment</u>"** – this is information presented ONLY to assist in understanding the specific Issue (e.g., abstracts, articles, studies, reference material)

- ✓ Supporting attachments are NOT reviewed for content; review is limited to verifying that the attachment:
  - is correctly referenced and titled in the Issue
  - is attached in the correct PDF format
  - opens and prints in a readable format

      ✓ Large documents readily available online (e.g., Food Code) are to be referenced ONLY by the web address along with a notation of the specific page and/or section numbers; large publicly available documents are NOT to be attached in their entirety

b) Attachment format:

  i) All attachments MUST be submitted in one of the following formats:

    (1) Microsoft Word (.doc or .docx)

    (2) as a PDF… **this is the ONLY allowed format for supporting attachments**

    (3) as a listing of web addresses for existing documents publically available online

  ii) Any content document submitted as a PDF <u>must</u> be made available by the submitter in advance to the Council Scribe in a format compatible with MS Word to allow editing during council deliberations

  iii) Attachments should use a header or footer that includes both the document title and page numbers *("page __of__" is the preferred format)*

  iv) To avoid confusion and to facilitate debate, the title of each attachment must be specific AND consistently referenced throughout all material submitted

  v) Attachments over 2 megabytes (2MB) must be divided into multiple smaller documents in a logical sequence

  vi) All Macros are to be removed from attached documents

> *NOTE: ONLY MS Word and Portable Document Format (PDF) documents can be attached to Issues.*
>
> *Due to challenges in maintaining formatting, it is HIGHLY RECOMMENDED that Word documents be converted to PDF <u>before</u> submitting as an Issue attachment.*

7. **Submitter name and contact information…**

It is highly recommended that contact information for a second submitter be included; both submitters will be allowed access to online editing of the Issue during the final review process.

III. FINAL REVIEW – AFTER ONLINE SUBMITTAL

> The online review and editing of an Issue is restricted to the submitter(s) and the Issue Reviewer. Because of limited access during this process, any discussion or review of document contents needs to be concluded <u>before</u> the Issue Submitter enters their Issue(s) into the online system.
>
> **PLEASE NOTE:** To avoid confusion and duplication of work, edits will NOT be accepted by the Issue Reviewer <u>outside</u> of the online system, such as via email or a phone call; the only exception will be if the Issue Reviewer has specifically requested that edits be submitted via an alternate format (e.g., due to the online system not functioning effectively).

A. FINAL REVIEW PROCESS

1. Further changes to an Issue <u>after</u> the submittal deadline will be limited to those requested by the Issue Reviewers. Via the online Issue management web site, the Issue submitter will receive edits and comments from the reviewers; the submitter has the option to:

a) "accept" the Issue…indicating the submitter agrees to all suggested edits and that the Issue is ready for finalization;

b) submit another round of revisions back to the Issue Reviewer… this part of the review process can go back-and-forth as many times as necessary until a submitter is ready to "accept" the Issue for finalization; or

c) "withdraw" the issue.

2. Once accepted and finalized an Issue becomes the property of the Conference and can no longer be edited until deliberated in Council.

B. FINAL REVIEW CHECKLIST

1. Ensure that the final Issue meets CFP's Issue Acceptance *"Terms and Conditions"* as posted on the CFP web site

2. Review all Issues and attachments using *"Review Checklist"* (as noted above) and conduct a final spell check and grammar check

3. Verify documents referenced in the Issue:
   a) All attachments listed or referenced are actually "attached"
   b) All relevant attachment pages are included in the required format
   c) All attached documents readily print and are readable
   d) All web address links are correct and currently accessible

4. Issue Reviewers will conduct a final edit to standardize all Issues, for example:
   a) Re-name multiple Issues with similar titles to avoid confusion
   b) Ensure submitter's name and information follows a standardized format
   c) Remove duplicative wording, for example:
      Deletion of the duplicated words "The Conference Recommends..." as this wording is auto-generated for each recommended solution

5. Issue "Finalization" is completed once the Issue and all attachments are in an acceptable format for presentation to council for deliberation AND the Issue submitter agrees to all changes. Once finalized, an Issue can no longer be edited until it is deliberated in council.

6. Submitter will be notified via email when Issue has been finalized

C. ISSUE FINALIZATION

> **CRITICAL NOTE:** *Issues become the property of the Conference for Food Protection once finalized.*

1. Issue "finalization" is conducted once the Issue and all attachments are in an acceptable format for presentation to a designated council and submitter agrees to all changes

> **NOTE:** *Prior to an Issue being finalized, it must be in a "finished form" (e.g., no annotations or unaccepted edits, all attachments present and complete). Issues that are NOT in this format may be rejected if the submitter fails to make requested revisions. Documents containing "track changes" or comments from reviewers CANNOT be accepted because they are, by definition, unfinished and incomplete.*
>
> **EXCEPTION:** *Issues recommending specific language changes to existing documents shall use underline format for language to be added and ~~strikethrough~~ for language to be deleted; this format is to be used ONLY to designate the specific recommended changes.*

2. Submitter will be notified via email when Issue is ready to be "finalized"

3. Once finalized, an Issue can no longer be edited until it is deliberated in council

4. Submitter will again be notified via email when Issue has been finalized for presentation to council

5. Finalized Issues are submitted to the Issue Committee for recommended assignment to council

D. ISSUE REJECTION

Issues are NOT rejected based on content, but may be rejected for non-compliance with the Issue Acceptance Criteria. See Issue Rejection Process in the Conference Procedures.

The CFP Executive Director will be notified regarding all Issues subject to rejection.

Submitter will be notified via email if an Issue **CANNOT** be accepted as currently written and is subject to rejection; notification will include:

1. specific required changes,
2. deadline date for response,
3. reference to *Issue Acceptance Criteria*, and a
4. recommendation that the Issue can be rewritten and referred to a committee if unable to finalize language.

IV. SUBMITTING RECOMMENDED CHANGES DURING THE BIENNIAL MEETING

Once finalized, an Issue "recommended solution" can ONLY be edited during council deliberation.

To present any modification to the "recommended solution" or to present supplemental material during the council deliberation, submitters are required to:

1. Notify the Council Chair in advance.
2. Provide an electronic version (transportable memory or CD) for the Council Scribe; "content documents" must be in editable format.
3. Provide 25 paper copies to the Council Chair for distribution to Council Members

   The Council Chair will most likely want to distribute new material in advance of actual Issue deliberation to give Council Members adequate time to read and review the new documents.

4. Present all changes/modifications made to the original Issue submittal in a ~~strikethrough~~/<u>underline</u> format (both on the electronic version and on the paper copies).
5. Indicate the date on the new document to reduce confusion with previous versions; the time of day is also required if multiple revisions are generated on the same date.
6. Be prepared to present a brief oral overview of the new alternative recommendation when the Issue is up for debate in council.

ISSUE REVIEW PROCESS & CHECKLIST – COMMITTEE SUBMITTED ISSUES

FOR THE 2016 CFP BIENNIAL MEETING

NOTE: A SEPARATE AND LESS EXTENSIVE CHECKLIST IS AVAILABLE FOR INDEPENDENT (NON-COMMITTEE) ISSUES

INTENT

The purpose of this document is to provide assistance in the preparation of Conference committee submitted Issues… both for the first time submitter and as a review for experienced Committee Chairs. This document is also intended to assist Council Chairs when reviewing documents for their respective committees prior to Committee Chairs submitting Issues online.

Because the amount of time available in council to deliberate assigned Issues is extremely limited, it is imperative that the material presented be as complete and clearly written as possible… and in a consistent format for ease in readability. Issue Reviewers will examine each document looking for ways to help improve clarity, increase readability and understanding, and minimize confusion during council deliberation. The overall goal of Issue review is to ensure that all documents move forward in a manner that facilitates council deliberation and to ensure that the final "recommended solution" provides specific and achievable direction.

The process of Issue preparation and review is conducted ONLY every two years; therefore, as much detail as possible has been incorporated into this document to help provide consistency. Included information has been based on frequently asked questions from Issue submitters along with common errors/omissions observed during previous review processes.

This *Issue Review Process and Checklist* is a living document that is updated for each Biennial Meeting to include changes to procedures, upgrades to the online Issue submittal process… and lessons learned. Comments and suggestions for improvement are welcome.

OVERVIEW

Contents of this document include:

CONTACT INFO

Specific questions regarding Issue preparation and submission should be referred to the Issue Chairs via email:

Vicki Everly   vicki.everly2@gmail.com

Cassandra Mitchell   cassandra.mitchell@fairfaxcounty.gov

I. ISSUE TIMELINE

OCTOBER 2015

☐ Final format of the following documents provided to Committee Chairs:
   o Committee FINAL Report Template and instructions (2 documents)
   o 2016 Issue Pre-Submission Template
   o 2016 Issue Review Process and Checklist – Committee Submitted Issues

☐ Council Chairs and Vice Chairs begin working with committees towards finalizing charges and preparing final version of committee generated documents for submittal as Issues

☐ Conference call conducted to review preparation process, submittal requirements, and review process for final committee documents, including final report, Issues, and attachments; participants include:
   o All Committee Chairs;
   o Council Chairs and Vice Chairs;
   o Issue Chairs;
   o Issue Reviewers;
   o Conference Vice Chair;
   o Executive Assistant; and
   o Executive Director.

Specific date will be announced

☐ Updated Issue submission template and instructions become available online

NOVEMBER 2015

☐ Council Chairs determine schedule for their committees to submit final documents for review (not all documents can be reviewed simultaneously)

DECEMBER 4, 2015 – FRIDAY

☐ Suggested Deadline for Committee Chairs to submit final committee reports along with ALL prospective Issues and accompanying documents to their Council Chair for **"preliminary review and approval."** Because of end-of-year holidays, preliminary review should be completed no later than Friday, December 18, 2015.

   o **COUNCIL COMMITTEES:** All CFP committee generated documents MUST go through a formal review by the Council Chair PRIOR to online submittal; documents needing review include committee reports, Issues, and all attachments
     ▪ See Preliminary Review Process and "Review Checklist" below

   o **STANDING COMMITTEES:** All CFP Standing Committee generated documents submitted as an Issue MUST go through a formal review by the Executive Director PRIOR to online submittal; documents needing review include committee reports, Issues, and all attachments.
     ▪ For Standing Committee reports and Issues, the Executive Director will fulfill the same review functions as the Council Chair
     ▪ See Preliminary Review Process and "Review Checklist" below

   > **NOTE:** *Standing Committee final reports are required to be underlined submitted as an Issue ONLY when council action is required (e.g., to approve or modify a CFP governing document or policy); if NO council action is required, the final committee report is NOT submitted as an Issue but is submitted to the Executive Board for consideration during the Biennial Meeting.*

DECEMBER 15, 2015 – TUESDAY

☐ Online Issue submission process opens
  o With approval by Council Chairs, all committee generated Issues and attachments MUST be submitted via the online process prior to the posted deadline

☐ Submittal of Issues in advance of the deadline is highly encouraged; submitters are able to edit submitted Issues up until the deadline

> **CRITICAL NOTE:** *Prior to beginning the online Issue submittal process, please ensure that any "firewall" protocol on your computer does NOT prohibit receiving auto-generated emails from the Conference Issue Management Program – specific email addresses for return messages will be provided once available.*

JANUARY 15, 2016 – FRIDAY

☐ **Deadline for online Issue submittal is 9:00 PM EST** – this deadline applies to ALL Issues, including CFP committee submitted Issues and independently submitted Issues
  o Submission MUST include the committee final report and all attachments
  o Once the submittal deadline has passed, the Issue Reviewers will conduct a final review and work with submitters and Council Chairs to clarify any questions or concerns

> *Issue submittal deadline mandated to be not less than 90 days prior to Biennial Meeting*

☐ The ONLY Issues that can be submitted AFTER the deadline must meet the CFP *"Late Issue Submittal Policy"* http://www.foodprotect.org/media/policy/Policy_CFP_Late_Issue_Submission.pdf

2ND WEEK OF FEBRUARY 2016

☐ "Finalization" of all Issues; finalized Issues will be submitted to the full Issue Committee for recommended assignment to council
  o After finalization, Issues become the property of the Conference for Food Protection and CANNOT be modified in any way except by council during the deliberation process at the Biennial Meeting

MARCH 6, 2015 – SUNDAY

☐ Issue packets available online

> *Issue packets mandated to be available not less than 40 days prior to Biennial Meeting*

II. PRELIMINARY REVIEW – PRIOR TO ONLINE SUBMITTAL

QUICK SUMMARY

Preliminary review of the final draft of committee documents is conducted to ensure that:

- *All assigned committee charges are addressed and all portions of the submittal forms are complete*
- *Narrative is a clear, logical, and complete description of committee process, activities, and recommendations*
- *Attachments are correctly named, presented in a logical manner, and in a readable format*
- *Final committee report follows the approved format and is submitted as an Issue to acknowledge the report and thank the committee members*
- *All committee recommendations are submitted as subsequent Issues*
- *Future of committee is addressed*

A. PRELIMINARY REVIEW PROCESS

1. PRELIMINARY REVIEW

a) All CFP committee generated documents are subject to a formal "offline" preliminary review process – Issues are NOT to be submitted online until the preliminary review has been conducted and approval is granted by the respective Council Chair

b) During the preliminary review process, Council Chairs, Council Vice Chairs, and the Issue Chair(s) will serve as reviewers of committee submitted documents
   i) Council Chairs will forward documents submitted by the Committee Chairs to their Vice Chair and to the Issue Chair(s)
   ii) Council Chairs will serve as the primary contact with their Committee Chairs
   iii) Issue Chair(s) and Council Vice Chairs will forward any comments, questions, or concerns to the respective Council Chair <u>and</u> the Committee Chair
   iv) Council Chairs will work with their Committee Chairs to consolidate all comments and make any necessary changes to the documents

c) All reviewers will follow the *"Review Checklist"* (see next page)

d) When editing documents during the preliminary review process, "tracked changes" should be used whenever possible; however, once document review is complete, all track changes MUST be accepted or removed before submitting online

> **NOTE:** for Standing Committee reports and Issues, the Executive Director will fulfill the same review functions as the Council Chair.

2. REVIEW APPROVAL

a) Preliminary review process MUST be completed far enough in advance to allow Committee Chairs to meet the online Issue submittal deadline

b) Council Chairs will notify the Issue Chair(s) via email when the preliminary review process for each committee is complete and approval has been given for online submittal; a copy of the final approved committee documents will be forwarded via email by the Council Chair to the Issue Chair(s)

c) Committee Issues are NOT to be submitted via the online submittal process until the preliminary review has been completed; online review will NOT begin until approval is received from the Council Chair

d) Any substantive change made to a Committee report, document, or Issue <u>after</u> the preliminary review process MUST be approved by the respective Council Chair

B. REVIEW CHECKLIST

> NOTE: checklist used for preliminary review AND during final review of all Issues and attachments.

1. OVERALL SCOPE OF ISSUE

> Reviewing the "scope of Issue" is one of the MOST critical aspects of the preliminary review. Limiting the scope AND clearly defining the intent of each Issue will facilitate a logical and sequential deliberation within council.
>
> To facilitate the deliberation process, it is recommended to separate Issues containing multiple unrelated actions or directives; single Issues containing multiple recommendations are cumbersome to deliberate and may lead to confusing or contradictory recommended solutions.
>
> Once the online Issue submittal deadline has passed, the automated process does NOT allow the submittal of additional Issues.

The majority of CFP committees will submit more than one Issue…

> **NOTE:** Standing Committee final reports are required to be submitted as an Issue ONLY when council action is required (e.g., to approve or modify a CFP governing document or policy). By the designated deadline, all Standing Committees are required to submit their final committee report, prospective Issue(s), and any accompanying documents to the Executive Director for review and approval.

a) **First Committee Issue** – this Issue is essentially a presentation of the committee report. The "Recommended Solution" of the first committee Issue contains four (4) elements:

   i) acknowledgement of attached committee report *(reports are NOT "accepted" or "approved" as this implies the entire content of the report has been debated and agreed upon by council)*

   ✓ See *Committee FINAL Report Template and Instructions*

   ✓ If members of a committee feel their work is worthy of publication they can submit their draft manuscript for approval by the Board

   ii) thank you statement to committee members

   iii) specific direction regarding the future of the committee, such as:

   (1) Committee to be disbanded; all assigned charges have been completed (disbanded committees may NOT have continuation or new charges)

   (2) Committee to be re-created, along with specifics regarding:
   ✓ continuation charges (i.e., incomplete or ongoing charges from the previous Biennial Meeting)

   > **NOTE:** if a decision to re-create a committee is dependent on the outcome of a subsequent (later debated) Issue, the continuation charges and the report back requirement should be included as a (separate) subsequent stand-alone Issue and NOT included within the first committee Issue.

   ✓ newly created charges

   > **NOTE:** newly created charges (not carried over from the previous Biennial Meeting) that the committee would like to address during the next biennium are usually best if included in a (separate) subsequent stand-alone Issue, especially if it is anticipated that requesting the new charge(s) will result in debate within council.
   >
   > All Charges need to be specific and achievable.

   ✓ requirement to "report back to the next Biennial Meeting"

   > **EXCEPTION:** Standing Committees automatically continue from one biennium to the next and are not re-created; however, ANY continuation or newly created charges NOT identified in CFP governing documents OR specifically assigned by the Executive Board must be addressed within an Issue.

    iv) <u>List of attachment titles</u>, including:

        (1) Roster of committee members, submitted as a PDF using the approved *Committee Members Roster Template;* roster information is limited to:

Committee Name:								
Last Name	**First Name**	**Position (Chair/Member)**	**Constituency**	**Employer**	**City**	**State**	**Phone**	**Email**

        (2) <u>ALL committee generated "content documents"</u>
(Content documents contain work which MUST be reviewed and approved or acknowledged via the council deliberation process, such as reports, guidelines, policy documents, and revisions to existing documents and regulatory codes)

        (3) <u>Any "supporting attachments"</u>
(Supporting attachments include information presented ONLY to assist in understanding the specific Issue, such as abstracts, articles, studies, and endorsements)

> **NOTE:** *ONLY Microsoft (MS) Word and Portable Document Format (PDF) documents can be submitted as an Issue attachment.*

b) Subsequent Committee Issue(s) – the actual number of subsequent Issues will depend on the work completed and final committee recommendations. Committee generated documents, or specific elements of a committee report that need to be formally debated and approved, are to be submitted as subsequent stand-alone Issues; examples include:

    i) Policy or guidance documents created by the committee
       ✓ It is recommended that a separate Issue is submitted for each independent document
       ✓ **EXCEPTION:** *large documents divided to meet attachment size restrictions should be presented within a single Issue*

    ii) Committee recommendations regarding controversial or substantial changes to policy or practice
       ✓ **EXCEPTION:** *non-substantive changes can be presented together as a single Issue (e.g., grammatical or editorial changes to existing approved documents)*

    iii) New charges assigned to a re-created committee
       ✓ All charges need to be specific and achievable and include a requirement to report the committee's recommendations at the next biennial meeting.

> **NOTE:** *the actual number of subsequent Issues submitted by a Committee should be determined on a case-by-case basis depending on the complexity of the information to be presented; the Issue Chair(s) and Council Chairs can assist Committee Chairs in determining the best approach in submitting committee Issues.*

2. CONTENT REVIEW OF ISSUE

> *The overall goals of content review are to improve clarity, increase readability and understanding, and to help minimize confusion during council deliberation.*

a) General review for content and clarity includes…

    i) Verification that all sections of the submission form are complete and that the Issue meets the Issue Acceptance *"Terms and Conditions"* as posted on the CFP web site

    ii) Correct spelling and grammar usage

       (1) Correct capitalization (e.g., committee names, Issue titles)

    (2) Correct use of organizational terminology and titles (e.g., "Conference," "Biennial Meeting," "Food Code")

    (3) Narrative is gender non-specific

    (4) Acronyms are appropriately spelled out

iii) Verification that text and page formatting is appropriate:

    (1) Document titles are in quotes or italics

    (2) Use of **bold** and CAPITAL text format is used ONLY for emphasis OR if replicating the format of an existing document

    (3) Multiple page documents contain page numbers *("page __of__" is the preferred format)*

    (4) All charges and directives are numbered… NOT bulleted. The purpose of using a numbering format is to avoid confusion during discussion and for ease of reference.

        EXCEPTION: *directives to edit specific language within an existing document (e.g., Food Code) MUST maintain the existing numbering or bulleted format.*

> ***NOTE:*** *the indent and multilevel outline features available in MS Word do not always convert properly during online Issue submission; in most cases, all outlining and bullets will become flush-left. We apologize and hope this does not severely impact the Issue's readability.*

    (5) Correct use of strikethrough/underline when specific edits to existing documents are proposed (e.g., Food code, CFP documents); new or proposed language is to be <u>underlined</u> with ~~strikethrough~~ used for language to be deleted.

        ✓ The most current published version of a document shall be referenced.

        ✓ Regarding the FDA Food Code, if changes impact multiple sections, a recommendation may be submitted as a summarized explanatory description of the overall concept without including specific language changes for each and every impacted section.

iv) Verify adherence to *"CFP Commercialism Policy"* (i.e., Issues may NOT be commercial in nature) *www.foodprotect.org/media/site/Policy_CFP_Commercialism.pdf*

v) Verify all web address links referenced are correct and currently accessible

b) Issue Title…

> *Once finalized, an Issue title CANNOT be changed. If the intent of an Issue is modified during council debate, the council will be asked to provide clarification within the final "recommended solution" that reconciles the new Issue content and the existing Issue title.*

i) Limited to 75 characters

ii) Title uniquely describes purpose of Issue

> ***NOTE:*** *Issue titles may be modified by the Issue Chair prior to finalization for clarification in the event of duplicate submittals*

iii) Use of standardized "prefix" for CFP committee submitted Issue titles:

    (1) Report – _____ (insert committee name)

    (2) Re-Create – _____ (insert committee name)

    (3) Report <u>and</u> Re-Create – _____ (insert committee name)

> ***NOTE:*** *this dual format is rarely used; see Issue Chair(s) for guidance*

(4) For subsequent committee Issues, use of a preceding committee title, acronym, or abbreviation followed by a number (e.g., "ROP 3" for the third Issue submitted by a Reduced Oxygen Packaging Committee).

> **NOTE:** *Issue Reviewers will assist Committee Chairs with an appropriate prefix for Issue titles. The purpose of the prefix is to make it easier to locate specific committee Issues among the myriad Issues under consideration at each Biennial Meeting.*

c) Issue you would like the Conference to Consider…
Brief description of the specific problem or concern to the retail food industry

> **NOTE:** *Endorsements by an organization, agency, or individual can be referenced here OR in the "Public Health Significance" section, as appropriate. Endorsements are NOT to be placed within the "Recommended Solution." Endorsement letters or copies of email communication may be submitted with an Issue as a supporting attachment.*

d) Public Health Significance…

i) Describes impact this Issue will have on industry, regulatory agencies, and other members of the retail food safety community

ii) Must be clearly stated and easily understood

iii) May include endorsements by an organization, agency, or individual

e) Recommended Solution… ALL recommended solutions begin with the auto-generated words *"The Conference recommends…"*

> **CRITICAL NOTE:** *The "recommended solution" is the ONLY portion of the Issue submission that will appear in the final Conference Proceedings; therefore, it needs to be regarded as a "stand alone" document and be as complete and as clearly written as possible.*

i) Rationale of recommended solution must be sufficiently detailed to cover all aspects of the submission

ii) Recommended solution must contain a single option for deliberation by council; Issues offering "either/or" options will NOT be accepted. Alternative recommendation can be submitted as follows:

  ✓ As a supporting attachment to the Issue (see instructions below on "Supporting Attachments")

  ✓ As a written proposal presented to the council during deliberation at the Biennial Meeting (see instructions below on "Submitting Written Recommendations During the Biennial Meeting").

iii) All recommendations made by a CFP committee must be included in the committee report AND specifically captured within the recommended solution of an Issue

iv) When modifying existing documents (e.g., CFP governing document, Food Code, other regulatory documents):

(1) An issue may, but is not required to, propose specific wording changes to an existing document; a recommendation may be submitted as an explanation of the overall concept. *For example:*

> *"The Conference recommends a letter be sent to the FDA and USDA encouraging them to work together and bring to the 2018 Biennial Meeting of CFP a proposal to clarify the issue of ...."*

(2) When a recommended solution includes **specific** edits, relevant sections of the original document are to be replicated using a ~~strikethrough~~/<u>underline</u> format for any recommended change. *For example:*

> *"The Conference recommends that a letter be sent to the FDA requesting that Section X-XXX.XX of the Supplement to the 2013 Food Code be amended as follows:…"* (then include specific recommended

language changes using <u>underline</u> format for new or proposed language and ~~strikethrough~~ format for language to be deleted)

> **NOTES**: *The most current published version of a document must be referenced.*
>
> *Regarding the Food Code, if changes impact multiple sections, a recommendation may be submitted as an explanation of the overall concept <u>without</u> including specific language changes for each and every impacted section.*

   v) Because the "recommended solution" becomes a stand-alone document, acronyms must be spelled out when the term is first used in this section
EXCEPTIONS: *FDA, USDA, CDC, EPA, CFP*

   vi) Specific direction(s) MUST be given to the Conference regarding final disposition of the Issue recommendation, such as:

     (1) "a letter be sent to the FDA requesting…"

     (2) "modified language be incorporated into…"

     (3) "final document be posted on the CFP web site"

     (4) "a committee be created to study…"

f) Submitter names…

   i) CFP Committee Chair(s) are listed as the "submitter" (e.g., Jane Doe, Chair)

   ii) CFP committee name is listed as the "organization" (e.g., ABC Committee)

For committee Issues, employer information is NOT listed as the organization; however, employer recognition may be included on the first address line.

> **NOTE:** *ONLY the submitters and Issue Reviewer have the capability to edit or modify an Issue during the online review process; the system does NOT allow access to other users.*
>
> *It is highly recommended that contact information for a second submitter be included; both submitters will be allowed access to online editing of the Issue during the review process.*

3. REVIEW OF ATTACHMENTS…

> *ONLY MS Word and PDF documents can be submitted as Issue attachments.*
>
> *Due to challenges in maintaining formatting, it is HIGHLY RECOMMENDED that documents with specialized formatting be converted to PDF <u>before</u> submitting as an Issue attachment.*

   a) There are two (2) different kinds of Issue attachments:

   i) **"Content Documents"** – this is the body of work, generally created by a committee, which MUST be reviewed AND approved or acknowledged via the council deliberation process (e.g., guidelines, policy documents, suggested revisions to existing documents and regulatory codes)

     (1) Content documents are part of the committee report and should be "attached" <u>only once</u> to the first committee Issue along with the committee report
- ✓ In subsequent committee Issues, the attachment should be <u>referenced</u> by the exact name of the attachment and the name of the Issue where the attachment can be found (for example: "See *Report – ABC Committee*, Attachment #1, titled: *XYZ*")

     (2) Content documents are reviewed for adherence to ALL submittal requirements

     (3) Any recommended solution to adopt or approve a content document MUST state how the final document is to be posted on the CFP web site, such as:
- ✓ Posted in PDF only
- ✓ Posted in a specific editable format (e.g., MS Word, Excel, PowerPoint)
- ✓ Posted in both PDF and a specific editable format

ii) **"Supporting Attachments"** – this is information presented ONLY to assist in understanding the specific Issue (e.g., abstracts, articles, studies, reference material, endorsements, alternative "recommended solutions")

> **CRITICAL NOTE:** *Any supporting attachment submitted by a CFP committee **MUST** also contain a statement indicating that the document **"may not represent the views of the Conference for Food Protection."***

    (1) Supporting attachments are NOT reviewed for content

    (2) Supporting attachment review is limited to ensuring that the document:
- ✓ is correctly referenced and titled in the Issue
- ✓ is attached in the correct PDF format
- ✓ opens and prints in a readable format

    (3) Large documents posted online (e.g., Food Code) are to be referenced ONLY by a web address along with a notation of the specific page and/or section numbers; large publicly available documents are NOT to be attached in their entirety. A single page attachment listing all web addresses should be used when referencing more than one online document.

b) Attachment format:

i) All attachments MUST be submitted in one of the following formats:
    (1) Microsoft Word (.doc or .docx)
    (2) as a PDF… **this is the ONLY allowed format for supporting attachments**
    (3) as a listing of web addresses for existing documents publically available online

ii) Any content document submitted as a PDF <u>must</u> be made available by the submitter in advance to the Council Scribe in a format compatible with MS Word to allow editing during council deliberations

iii) Attachments should use a header or footer that includes both the document title and page numbers *("page ___ of ___" is the preferred format)*

iv) To avoid confusion and to facilitate debate, the title of each attachment must be specific AND consistently referenced throughout all material submitted by the committee

v) Attachments over 2 megabytes (2 MB) must be divided into multiple smaller documents in a logical sequence

vi) All Macros are to be removed from attached documents

c) Council Chairs will work with Committee Chairs and the Issue Chair(s) to determine the best format and method of attaching documents to their Issues

III. FINAL REVIEW – AFTER ONLINE SUBMITTAL

> **QUICK SUMMARY**
>
> After the online submittal window closes, all review and editing to Issues, reports, and attachments is conducted via CFP's online Issue Management Program (IMP). There is no efficient method to track changes made to reports and Issues based on the preliminary review by Council Chairs and Issue Chair; therefore, a second review of documents must be conducted to verify that:
>
> - *Concerns noted during preliminary review have been addressed*
> - *All required information is included*
> - *All assigned charges have been adequately addressed*
> - *Narrative is clear and logical*
> - *Report, Issues, and attachments are presented in a logical manner*
> - *Final committee report and any content document is submitted as an Issue attachment*
> - *All attachments are consistently named, readily open in a readable format, and are not duplicated unnecessarily*
> - *Future of committee and any continuation charges are adequately addressed*
> - *Spell-check and grammar check have been conducted*
>
> Once in IMP, the online review and editing of an Issue is restricted to the submitter(s) and the Issue Reviewer (i.e., an Issue Chair or other pre-designated Issue Reviewer). Because of limited access to the Issue during this process, any discussion or review of document contents needs to be concluded <u>before</u> the Issue Submitter enters their Issue(s) into the IMP system.
>
> **PLEASE NOTE:** To avoid confusion and duplication of work, edits will NOT be accepted by the Issue Reviewer <u>outside</u> of the IMP system, such as via email or a phone call; the only exception will be if the Issue Reviewer has specifically requested that edits be submitted via an alternate format (e.g., due to the IMP system not functioning effectively).

A. FINAL REVIEW PROCESS

1. All CFP committee Issues MUST be approved by the respective Council Chair through the preliminary review process PRIOR to online submittal

2. Once the online submittal window closes, the final review process for Issues begins:

    a) From this point forward, the Issue Reviewer will serve as the primary contact with all Issue submitters

    b) CFP committee submitted Issues will be forwarded via the online Issue Management Program (IMP) by the Issue Reviewer to the respective Council Chair for final review and approval; the Council Chair will review the documents and affirm they are the same as the final version approved at the conclusion of the preliminary review

> **NOTE:** *the IMP system allows Council Chairs to "review" but NOT "edit" documents.*

3. Further changes to an Issue <u>after</u> the submittal deadline will be limited to those requested by the Issue Reviewers. Via the online IMP, the Issue submitter will receive edits and comments from the reviewers; the submitter has three (3) options:

    a) "accept" the Issue… indicating the submitter agrees to ALL suggested edits and that the Issue is ready to be finalized;

    b) submit another round of revisions back to the Issue Reviewer… this part of the review process can go back-and-forth as many times as necessary until a submitter is ready to "accept" the Issue for finalization; or

    c) "withdraw" the Issue.

4. Once accepted and finalized an Issue becomes the property of the Conference and can <u>no longer be edited</u> until deliberated in Council.

B. FINAL REVIEW CHECKLIST

1. Verify Council Chair approval of CFP committee submitted Issues; any <u>substantive</u> change made to a committee report or Issue <u>after</u> the preliminary review process MUST be approved by the respective Council Chair

2. Ensure that the final Issue meets CFP's Issue Acceptance *"Terms and Conditions"* as posted on the CFP web site

3. Review all Issues and attachments using *"Review Checklist"* (noted above) and conduct a final spell-check and grammar check

4. Verify documents referenced in an Issue or in a committee report:
   a) All attachments listed or referenced are actually "attached" to the appropriate Issue
   b) All relevant attachment pages are included in the required format
   c) All attached documents readily print and are readable
   d) All web address links are correct and currently accessible

5. Issue Reviewers will conduct a final edit to standardize all Issues, for example:
   a) Re-name multiple Issues with similar titles to avoid confusion
   b) Ensure submitter's name and information follows a standardized format
   c) Remove duplicative wording, for example:
      Deletion of the duplicated words "The Conference Recommends..." as this wording is auto-generated for each recommended solution

C. ISSUE FINALIZATION

> **CRITICAL NOTE:** *Issues become the property of the Conference for Food Protection once finalized.*

1. Issue "finalization" is conducted once the Issue and all attachments are in an acceptable format for presentation to a designated council <u>AND the Issue submitter agrees to all changes</u>. Once finalized, an Issue can no longer be edited until it is deliberated in council.

   > **NOTE:** *Prior to an Issue being finalized, it must be in a "finished form" (e.g., no annotations or unaccepted edits, all attachments present and complete). Issues that are NOT in this format may be rejected if the submitter fails to make requested revisions. Documents containing "track changes" or <u>comments from reviewers</u> CANNOT be accepted because they are, by definition, unfinished and incomplete.*

   > **EXCEPTION:** *Issues recommending specific language changes to existing documents shall use <u>underline</u> format for language to be added and ~~strikethrough~~ for language to be deleted; this format is to be used ONLY to designate the specific recommended changes.*

2. Submitter will be notified via email when Issue is <u>ready to be "finalized"</u>

3. Once finalized, an <u>Issue can no longer be edited</u> until it is deliberated in council

4. Submitter will again be notified via email when Issue <u>has been finalized</u> for presentation to council

5. Finalized Issues are submitted to the Issue Committee for recommended assignment to council

D. ISSUE REJECTION

> *Issues are NOT rejected based on content, but may be rejected for non-compliance with the Issue Acceptance Criteria.*
>
> *See Issue Rejection Process in the Conference Procedures, Section IV. Conference Issues; subsection E.*
>
> *The CFP Executive Director will be notified regarding all Issues subject to rejection; for committee submitted Issues, the respective Council Chair will also be notified.*

Submitter will be notified via email if an Issue CANNOT be accepted as currently written and is subject to rejection; notification will include:

1. specific required changes,
2. deadline date for response,
3. reference to *Issue Acceptance Criteria*, and
4. recommendation that Issue can be rewritten and referred to a committee if unable to finalize language.

IV. SUBMITTING RECOMMENDED CHANGES DURING THE BIENNIAL MEETING

> *Once finalized, an Issue "recommended solution" can ONLY be edited during council deliberation.*

To present any modification to the "recommended solution," a content document, or to share additional supplemental material during council deliberation, submitters are required to:

1. Notify the Council Chair in advance.
2. Provide an electronic version (transportable memory or CD) for the Council Scribe; "content documents" must be in editable format.
3. Provide 25 paper copies to the Council Chair for distribution to Council Members

   > **NOTE:** *the Council Chair will most likely want to distribute new material in advance of the actual Issue deliberation to give Council Members a chance to read and review the new documents.*

4. Present all changes/modifications to the original submittal in a ~~strikethrough~~/<u>underline</u> format (both on the electronic version and on the paper copies).
5. Indicate the date on the new document to reduce confusion with previous versions; the time of day is also required if multiple versions are generated on the same date.
6. Be prepared to present a brief oral overview of the new alternative recommendation when the Issue is up for debate in council.