Conference for Food Protection – Committee Periodic Report

Committee Reports are considered DRAFT until accepted by the Executive Board
Approved 4/20/2016

The Conference Chair, Executive Director, Council Chair, or Issue Chair may return committee reports, Issues, or attached documents requesting edits to improve clarity or understanding, or to include missing information.

Committee-submitted documents may impact the image, credibility and integrity of the Conference as an organization. With the exception of material that is copyrighted and/or has registration marks, committee generated documents submitted to the Executive Board and via the Issue process (including Issues, reports, and content documents) become the property of the Conference.

COMMITTEE NAME: Publications Committee

DATE OF REPORT: ☐ *Initial fall progress report*   ☐ *Spring progress report*   ☒ *Second fall progress report*
   Date submitted: 8/4/2020   **Date amended (if applicable):** *Click here to enter a date.*   **Date accepted by Executive Board:** *Click here to enter a date.*

COMMITTEE ASSIGNMENT: ☐ *Council I*   ☐ *Council II*   ☐ *Council III*   ☒ *Executive Board*

REPORT SUBMITTED BY: David Lawrence, Conference Chair

COMMITTEE CHARGE(S):
   Constitutional charges:
   1.   The Publications Committee shall report to the Executive Board.
   2.   Make recommendations to the Board to establish, maintain, and improve Conference publications regarding Conference endorsement, copyright, scientific and regulatory accuracy, and external publication approval.
   3.   Report all publication recommendations to the Board for approval prior to internal publication and revisions or external publications.

COMMITTEE WORK PLAN AND TIMELINE:
This following work plan was approved by the Board at the August 2018 Board meeting. The Board passed three motions during the April 2019 meeting to reaffirm the committee's charges, assign no additional charges, and recommend the committee leads follow the previously approved work plan:

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

COMMITTEE ACTIVITIES: Dates of committee meetings or conference calls:

   1.   *Overview of committee activities:* The Publications Committee has not met since at least July 2019. Neither the Conference Chair nor Vice-Chair have been successful in getting a reply from the committee leads about the status of the committee and its charges. Brian Nummer, Publications Committee Chair, responded to an email from the Executive Director on August 3, 2020 with a reply that he will not be able to create a report or to report anything done for the September 1-2, 2020 Board meeting. He added that most of the committee members stopped

responding long ago and he had hoped a new committee would have been formed by April 2020.

2. *Charges <u>COMPLETED</u> and the rationale for each specific recommendation:*
   None

3. *Status of charges still <u>PENDING</u> and activities yet to be completed:*
   Following the August 2019 Board meeting, the Conference Chair solicited feedback from the Board on the draft CFP Publications Guidance document. The Conference Chair ensured that this information was shared with Brian Nummer and Joell Eifert in a timely manner. To date, no activity has been reported by the committee leads about work to incorporate the Board's feedback into a revision of the draft CFP Publications Guidance document that was presented at the August 2019 Board meeting*.*

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

1. Acknowledge this report.

2. Allow Brian Nummer and Joell Eifert, at their request, to step down from their Publications Committee leadership roles.

3. Reform the Publications Committee following the 2020 Biennial Meeting (rescheduled for April 2021).

ATTACHMENTS:

1. *Content Documents:*

   a. *Committee Member Roster:* ☒ *See changes noted above under "requested action"*   ☐ *No changes to previously approved roster*
      "Committee Members Template" (Excel) available at: www.foodprotect.org/work/   Committee roster to be submitted as a PDF attachment to this report.

   b. *Committee Generated Content Documents (OPTIONAL):* ☒ *No draft content documents submitted at this time*

2. *Supporting Attachments (OPTIONAL):* ☒ *Not applicable*