

Implementing Routine Workplanning at the District, State, and Local levels

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Group Charge

Identify specific steps and processes to develop, implement, and monitor the implementation of basic, integrated workplanning at the District, State, and Local levels in FY 2013. The steps and processes should include needed inputs and desired outcomes, such as periodic District, State, and Local face to face work planning meetings, common approaches and terminology for risk categorization, development of a common shared inventory, utilization of a common firm identification number, and processes for adjusting workplans.

Group Charge

- Risk Categorization
- Common Firm Identification Number

Goal

- Develop a “framework” for FDA District, State, Local, Territorial, and Tribal to use in workplanning

Deliverables/Outcomes

- Developed the elements for a guidance document that lays out the practical considerations and elements for a consistent District, State, and Local workplanning process

Identify Prerequisites to Workplanning

Developed prerequisites necessary for effective workplanning efforts

Examples Include:

- *Mission Goals & Objectives*
- *Reconciling Inventory*
- *Establishing Key Contacts*
- *Contract Discussions*
- *Commissioning & Information Sharing Protocol*

Workplanning “Framework”

- *Developed a roadmap or “framework” of elements to be considered when conducting workplanning activities.*
 - *Inspection Activities*
 - *Sampling Activities*
 - *Compliance Coordination*
 - *Training*
 - *Preparedness*
 - *Specialized Geographically Based Projects*

Implementation: Roll Out

Recognizing that programs are at different places in their working relationships with their fellow agencies, implementation could vary.

Year One

Recommended Workplanning Priorities

Compliance

Inspection



Prerequisites

Sampling

Year Two & Three

Building on initial recommendations:

- Training Workplan Development
- Preparedness & Response Workplanning

Challenges

- Resources
 - Opportunities for contract support
 - Making staffing available via ORA
- Timing release of Food/Feed workplan list
- Senior leadership buy-in

Next Steps

- All the notes and efforts captured from our breakout session will be reflected in the revised framework document for workplanning initially drafted by the Partnership for Food Protection (PFP) Workplanning work group.

Practical Model for FDA District Workplanning with State/Local Programs with Overlapping Jurisdiction.

Acknowledgements

- PFP Workplanning Work Group for their participation in the development of a framework process.