CCEFP Operating Procedure (COP)

COP No: 002-01
Title: CCEFP Administrative Staff Goals and Action Plan

	NAME	TITLE	SIGNATURE	DATE
Approved by	Kim Stelson	Director - CCEFP	Kim A Stelson	09-15-2016
Approved by	Eric Lanke	CEO - NFPA Foundation	Eric Lanke	09-15-2016

Release Date	09-15-2016

READ AND COMMENTED BY			
NAME	**TITLE**	**SIGNATURE**	**DATE**

PURPOSE

The purpose of this CCEFP Operating Procedure is to further define the management structure of the CCEFP.

INTRODUCTION

It is important for all CCEFP participants and stakeholders to clearly understand how the CCEFP operates. This helps the organization operate efficiently, and it helps with recruitment of CCEFP industry supporters.

SCOPE

As an addendum to COP-002 CCEFP Management Team and Industry Oversight Committees, the operational plans, goal setting, and performance reviews are within the scope of this COP.

DEFINITIONS

"**NFPA Operational Plan**" is the document administered by the NFPA CEO articulating the end statements, success indicators, and objectives and action plans related to each NFPA program and its staff leader. NFPA will independently manage the NFPA Operational Plan.

"**CCEFP Goals and Action Plan**" is the document administered by the CCEFP Director articulating the Center's vision, strategy, goals, and tactics determined to accomplish each strategically identified Center

priorities. The roles and responsibilities of CCEFP Management Team will be reflected within the CCEFP Goals and Action Plan. CCEFP will independently manage the CCEFP Goals and Action Plan.

RESPONSIBILITIES

The NFPA CEO is responsible for identifying, approving, and tracking NFPA end statements, success indicators, program objectives and action plans deployed by lead staff members.

The CCEFP Director is responsible for identifying, approving, and tracking the Center's goals, actions, and tactics by lead staff members.

PROCEDURE

1. Each spring CCEFP will conduct a goal-setting session in preparation for the upcoming fiscal year.
2. During a joint planning session, CCEFP Director will present the CCEFP Goals and Action Plan with NFPA CEO after the NFPA Annual Meeting.
3. NFPA CEO will embed the relevant CCEFP priorities and tactics into the NFPA Operational Plan to reflect the holistic nature of the research and workforce programmatic partnership.
4. The roles and responsibilities of the CCEFP Deputy Director(s) and CCEFP Finance Director will be captured in full by the CCEFP Goals and Action Plan. The CCEFP Director will assess these personnel by the appropriate metrics during each cycle of the University of Minnesota performance review process.
5. The roles and responsibilities of the CCEFP Industry Relations Director and the CCEFP Program Director will be captured, in part, by the CCEFP Goals and Action Plan and, in full, by the NFPA Operational Plan. The CCEFP Director will assess these personnel by the appropriate metrics during each cycle of the University of Minnesota performance review process. CCEFP Director will share the results with NFPA CEO. The NFPA CEO will also assess these personnel by the appropriate metrics during each cycle of the NFPA performance review process. NFPA CEO will share the results of the performance review with the CCEFP Director.

FORMS and TEMPLATES USED

COP-002 Management Team and Industry Oversight Committees

REFERENCES

NFPA Operational Plan
CCEFP Goals and Action Plan

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REVISION CONTROL

Revision No.	Significant Changes	Release Date
0	Initial document release	09-15-2016