

Meeting Agenda
Advisory Steering Committee (ASC)
For Development of Clinical Treatment Guidelines
APA Headquarters
750 First St, NE, Washington, DC

Friday, August 12, 2011 - *Meeting in SECOND Floor conference center (off elevator lobby)*

8:30am **Breakfast Available**

9:00 am **Meeting Begins**

- Review Conflicts of Interest disclosures; updates as needed
- Criteria for Evaluation of Treatment Guidelines recommendation

9:30 am

- Topic selection finalization
- Review content for each topic and finalize topic selection process

12:30pm **Lunch Provided**

1:30pm **Resume Meeting**

- Complete topic selection
- Prepare explanation for chosen topics

5:00 pm **Adjourn**

6:30 pm *Dinner at Art and Soul*

Saturday, August 13, 2011- *Meeting in SECOND Floor conference center (off elevator lobby)*

8:30 am **Breakfast Available**

9:00 am **Meeting Begins**

- Visit from Jean Carter, PhD member of the APA Board of Directors
- Guideline panels – possible members and training
 - Identification and selection of members
 - Multidisciplinary discussion (What this means and how many is appropriate)
 - Patient/consumer advocate – what part can they reasonably play throughout the process

12:30 pm **Lunch Provided**

1:30 pm **Resume Meeting**

- Finalize process for identifying panel members
- Practical next steps (discussion to guide staff facilitation of process)
 - Call for nominations
 - When? To who? From who?
 - How would ASC like nominees' info?
 - Timeline for guidelines development panel finalization
 - Note: Board of Directors meets in December
 - Systematic review
 - Options for development of systematic reviews
 - Assessing what is already out there
 - Possible organizations to contract with
- Communication – what to report to members/public and when

Additional issues warranting further discussion as time permits

- Further discussion of IOM documents
- Funding
- Collaboration/ sharing resources
- What will these guidelines look like? – implementation and dissemination
- Guideline on common factors
- Mechanism for deciding when a guideline should be updated – criteria and process
- *Discuss third meeting in 2011*
- *Next Steps*
- *Routine Conference Calls, Emails, Listserv, Team Site Issues*

5:00 pm **Adjourn**

Sunday, August 14, 2011- *Meeting in SECOND Floor conference center (off elevator lobby)*

Cold breakfast available

9am Meeting begins

- Work on Manual of Procedures

TBD Meeting adjourns

Next Meeting: October 28-30, 2011