

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

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

8:30am Breakfast Available

9:00 am Meeting Begins

- ***ASC Subgroup Working Sessions (60 min)***
 1. Vision, Mission, and Principles Subgroup (ASC: Kivlahan, Ollendick, & Magnavita; Staff: Winkelman)
 2. Topic Selection Criteria Subgroup (ASC: Sexton, Craske, & Crawford; Staff: Sawaqdeh)
 3. PICO Questions Formulation Subgroup (ASC: Areán, Spring, & Hollon; Staff: Bufka)
- ***Welcome and Opening Comments by Steve Hollon, ASC Chair (30 min)***
 - Summary of progress to date & approval of ASC's December Meeting Minutes
 - Introduce Steve Pilling, Co-Director, National Collaborating Centre for Mental Health (NCCMH), National Institute for Health and Clinical Excellence (NICE), United Kingdom
 - Advisory Steering Committee Member and APA Staff Introductions
- ***Remarks on Mental Health Guideline Development and NCCMH/NICE by Steve Pilling (60 min)***
- ***ASC Subgroup Reports to Full ASC on Assignments (45 min)***

12:30pm Lunch Provided

1:30pm Resume Meeting

- ***Review and Update Organizational/Flow Chart of APA's Guideline Development Process (60 min)***
 - Criteria for Guideline Development Groups
 - Define role of Advisory Steering Committee and Guideline Development Group Liaisons
 - "Technical Advisors" - Needs, roles, how to identify
- ***Begin Construction of APA Guideline Development Manual of Procedures (MOP) (150 min)***
 - Refer to Organizational Chart and relevant chapters/sections of Otolaryngology Guideline Development Manual, AGREE, GRADE, and NICE Guidelines Manual (see ASC assignments)
 - Generate draft outline of MOP by section/chapter and work plan for developing MOP
 - Assign workgroups and begin drafting specific sections/chapters of MOP
 - Issues to Consider: Developmental perspective/framework - including children & adults in same guideline; Conflict of interest; Other issues?

5:00 pm Adjourn meeting for the day (Note: Meeting BEGINS at 8:30 am tomorrow)

6:30 pm Dinner at Ceiba

Monday, February 14, 2011- Meeting in SECOND Floor conference center (off elevator lobby)

8:00 am Breakfast Available

8:30 am Meeting Begins

- ***Review of Progress & Development of Morning Work Plan (30 min)***
 - Follow up to Sunday discussions; discuss any new/emerging issues
- ***Continue Work on Manual of Procedures as Planned and Outlined on Sunday Afternoon (210 min)***

12:00 pm Lunch Provided

1:30 pm Resume Meeting

- ***Select Tentative Date for Next ASC Meeting***
- ***Communication of APA's Treatment Guideline Development to the Field and Beyond (60 min)***
 - Develop communications plan for specific audiences (e.g., APA members, psychology groups, broader public), detailing type of communications, medium, and when
- ***External Funding for APA Guideline Development (Galper & Sawaqdeh) (30 min)***
 - Present binder
 - Highlight possible funding via *NIH PAR-08-207: Meetings, Conferences, and Networks for Research Partnerships to Improve Functional Outcomes (including mental health) Grant (R13)*
- ***Next Steps***
 - Goal setting, anticipated products to have ready for August Council meeting, timelines
 - ASC Member assignments
 - Time for work groups, if possible
- ***Routine Conference Calls, Emails, Listserv, Team Site Issues***
- ***Meeting Summary and Closing Comments***

5:00 pm Adjourn