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