

# NIAID Food Allergy Clinical Guideline Development Coordinating Committee Meeting

*Agenda*

Natcher Conference Center, Rooms E1/E2  
Bethesda, Maryland

## Tuesday, September 2, 2008

- 8:30 a.m.      **Sign-in, Continental Breakfast**
- 9:00 am        **Welcome and Introductory Remarks**  
Matthew J. Fenton, Div. of Allergy, Immunology and Transplantation, NIAID
1. Introduction of Coordinating Committee Representatives
  2. Charge to the Coordinating Committee
- 9:15 am        **Review and Approval of the Process for Guideline Development**
1. Systematic evidence-based literature review & report
  2. Appointment of the Expert Panel
  3. Expert Panel clinical opinion merged with conclusions from the evidence-based review
  4. Review of the draft guidelines by the Coordinating Committee and the public, and response to public comment
  5. Preparation of the final guidelines and approval by the Coordinating Committee
  6. Timeline
- 9:45 am        **Conflict of Interest (COI)**
1. COI policy and assessment of relevant financial interests
  2. Coordinating Committee COI
  3. Expert Panel COI
  4. Public disclosure of financial interests, COI management, and recusal
- 10:15 am      **Morning Break**
- 10:30 am      **Review and Approval of the Expert Panel Nomination Slate**
- 11:00 am      **Discussion: Public Review of the Draft Guidelines**
1. How will they be made available to the public?
  2. How long will they be open for public comment?
  3. How will public comment be evaluated/sorted?
- 11:45 am      **Discussion: NIAID/Coordinating Committee Response to Public Comments**
- 12:45 pm      **Lunch**  
Natcher Conference Center cafeteria

# NIAID Food Allergy Clinical Guideline Development Coordinating Committee Meeting

## *Agenda*

- 1:45 pm      **Discussion: Process for the Approval of the Final Guidelines**
- 2:45 pm      **Discussion: Dissemination of the Final Guidelines**
1. Dissemination of the guidelines by the NIAID (website, notice in NIH Guide)
  2. Will member organizations endorse the guidelines?
  3. How can member organizations help disseminate the guidelines?
  4. Will member organizations develop “customized” versions of the guidelines?
- 3:45 pm      **Concluding Remarks and Adjournment**