

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
NATIONAL INSTITUTES OF HEALTH
NATIONAL CANCER INSTITUTE
30th Meeting
DIRECTOR'S CONSUMER LIAISON GROUP
February 28- March 1, 2005
HOLIDAY INN SELECT BETHESDA
8120 Wisconsin Avenue
Bethesda, Maryland 20814**

Monday, February 28, 2005 -- OPEN

10:00 A.M. – 10:30 A.M.

I. WELCOME AND SELF INTRODUCTIONS

Mr. Doug Ulman, Chair, DCLG

Purpose: Opening remarks from the DCLG chair, to assure that there is a quorum of members, and to assure that members have no conflicts of interest, and to approve minutes of January 18, 2005 DCLG Meeting.

- a. Opening Remarks
- b. Conflict of Interest Statement
- c. Determination of Existence of Quorum
- d. Approval of Minutes January 18, 2005 DCLG Meeting

10:30 A.M. – 12:30 P.M.

II. REPORTS FROM NCI:

- a. Update from the Office of Cancer Survivorship Dr. Julia Rowland, Director
(10:30 – 11:05 am)

(BREAK 11:05-11:15 am)

- b. Update from the Office of Science Planning and Assessment Ms. Cherie Nichols, Director
(11:15 – 11:50 am)
- c. Update from Center to Reduce Cancer Health Disparities Dr. Nada Vydelingum, Deputy Director
(11:50 am to 12:30 pm)

Purpose: To brief members on the recent activities of NCI Offices/Centers and to follow up on information given at the September 2004 meeting.

12:30 P.M. – 1:30 P.M.

III. LUNCH (ON YOUR OWN)

1:30 P.M. – 2:30 P.M.

IV. STATUS OF *NCI LISTENS AND LEARNS* WEB SITE

Purpose: To provide an update on the status of the NCI Listens and Learns Web site and to troubleshoot any problems that may have arisen.

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|----|---|------------------------------------|
| a. | Status of <i>NCI Listens and Learns</i> Web site | Ms. Brooke Hamilton, NCI |
| b. | Troubleshoot <i>NCI Listens and Learns</i> Issues | Ms. Nancy Davenport-Ennis,
DCLG |

2:30 P.M. – 4:30 P.M.

V. COMPLETION and APPROVAL OF *NCI LISTENS AND LEARNS* LOGIC MODEL AND EVALUATION PLAN and WORK ON *LISTENS AND LEARNS* SUMMIT LOGIC MODEL AND EVALUATION PLAN Dr. Beverly Laird, DCLG

(BREAK: 3:30-3:45 PM)

Purpose: To complete and approve the NCI Listens and Learns Logic Model and Evaluation Plan and to begin work on the Logic Model and Evaluation Plan for the Listens and Learns Summit.

4:30 P.M. – 5:00 P.M.

VI. INPUT FROM THE PUBLIC

Purpose: To provide an opportunity for the public to comment on the proceedings.

5:00 P.M. – 5:30 PM

VII. PREPARE FOR MEETING WITH NCI DEPUTY DIRECTORS Mr. Doug Ulman

Purpose: To prepare to meet with the NCI Deputy Directors.

5:30 P.M. – 6:30 P.M.

VIII. BREAK

6:30 P.M. – 7:30 P.M.

IX. WORKING DINNER WITH NCI DEPUTY DIRECTORS Mr. Doug Ulman

Dr. Anna Barker, Deputy Director, Strategic Scientific Initiatives
Dr. Mark Clanton, Deputy Director, Cancer Care Delivery Systems

Purpose: To update the NCI Deputy Directors on the activities/decisions of the DCLG as a whole and on the activities of the NCI Listens and Learns Working Groups.

- a. DCLG General Update – Mr. Doug Ulman

- b. Operations Working Group – Col. James Williams, Chair
- c. Evaluation Working Group – Dr. Beverly Laird, Chair
- d. Promotion Working Group – Mr. Bill Bro, Chair
- e. Summit Working Group - Ms. Mary Jackson Scroggins, Chair

7:30 P.M. – 8:30 P.M.

- X. NCI DIRECTOR’S REPORT** Mr. Doug Ulman
- a. Dr. Anna Barker, Deputy Director, Advanced Technologies and Strategic Partnerships
 - b. Dr. Mark Clanton, Deputy Director, Cancer Care Delivery Systems
 - c. Question and Answer Session

TUESDAY, March 1, 2005 -- OPEN

8:30 A.M. – 9:30 A.M

XI. NCI LISTENS AND LEARNS WORKING GROUP MEETINGS

Purpose: To allow the four Listens and Learns Working Groups to meet to discuss their any issue under their purview relative to the status of the Web site or other issues as appropriate.

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| a. | Evaluation/(location TBD) | Dr. Beverly Laird |
| b. | Promotions/(location TBD) | Mr. Bill Bro |
| c. | Operations/(location TBD) | Col (Ret.) James Williams |
| d. | Summit/(location TBD) | Ms. Mary Scroggins Jackson |

9:30 AM – 11:00 AM

- XII. MEETING WITH DR. MARK CLANTON** Mr. Doug Ulman
NCI DEPUTY DIRECTOR, CANCER CARE
DELIVERY SYSTEMS

Purpose: To provide an opportunity for Dr. Clanton to brief the members on his office and its programs and priorities.

11:00 AM – 11:15 AM

- XIII. BREAK**

11:15 AM – 12:15 PM

XIV. REPORTS FROM *NCI LISTENS AND LEARNS* WORKING GROUPS

Purpose: Working Group chairs will report on the day's meetings and present any issues that need approval by the full DCLG.

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|----|------------|----------------------------|
| a. | Operations | Col (Ret.) James Williams |
| b. | Promotions | Mr. Bill Bro |
| c. | Evaluation | Dr. Beverly Laird |
| d. | Summit | Ms. Mary Scroggins Jackson |

12:15 P.M. – 1:30 P.M.

XV. LUNCH (ON YOUR OWN)

1:30 P.M. – 2:00 P.M.

XVI. PUBLIC COMMENT

Purpose: To provide an opportunity for the public to comment on the proceedings.

2:00 P.M. – 3:00 P.M.

XVII. NEXT STEPS

Purpose: To wrap up the meeting with a listing and explanation of items to be addressed after the meeting and to confirm who is responsible for addressing the items.

3:00 P.M.

XVIII. ADJOURNMENT