Table 1. Outline of the Guidelines Development Process (Updated November 3, 2008)

Topic	Comment
Goal of the guidelines	Provide guidance to HIV care practitioners on the optimal use of ARV agents for the treatment of HIV infection in adults and adolescents in the United States.
Panel members	The Panel is composed of more than 30 voting members who have expertise in HIV care and research. The U.S. government representatives include at least 1 representative from each of the following DHHS agencies: Centers for Disease Control and Prevention (CDC), FDA, Health Resource Services Administration (HRSA), and National Institutes of Health (NIH). These members are appointed by their respective agencies. Approximately 2/3 of the Panel members are nongovernmental scientific members. There are 4–5 community members with knowledge in HIV treatment and care. Members who do not represent U.S. government agencies are selected after an open announcement to call for nominations. Each member serves on the Panel for a 4-year term, with an option to be reappointed for an additional term. A list of the current members can be found on **Page vii** of this document.
Financial disclosure	All members of the Panel submit a written financial disclosure annually reporting any association with manufacturers of ARV drugs or diagnostics used for management of HIV infections. A list of the latest disclosures is available on the AIDS*info* Web site (**http://aidsinfo.nih.gov/contentfiles/AA_Roster.pdf**).
Users of the guidelines	HIV treatment providers
Developer	Panel on Antiretroviral Guidelines for Adults and Adolescents—a working group of the OARAC
Funding source	Office of AIDS Research, NIH
Evidence collection	The recommendations in the guidelines are generally based on studies published in peer-reviewed journals. On some occasions, particularly when new information may affect patient safety, unpublished data presented at major conferences or prepared by the FDA and/or manufacturers as warnings to the public may be used as evidence to revise the guidelines.
Recommendation grading	As described in **Table 2**
Method of synthesizing data	Each section of the guidelines is assigned to a working group of Panel members with expertise in the area of interest. The members of the working group synthesize the available data and propose recommendations to the Panel. All proposals are discussed at monthly teleconferences and then voted on by the Panel before being endorsed as official recommendations.
Other guidelines	These guidelines focus on treatment for HIV-infected adults and adolescents. Separate guidelines outline the use of ART for other populations, such as pregnant women and children. These guidelines are also available on the AIDS*info* Web site (**http://www.aidsinfo.nih.gov**). There is a brief discussion of the management of women of reproductive age and pregnant women in this document. For a more detailed and up-to-date discussion on this group of women and other special populations, the Panel defers to the designated expertise offered by panels that have developed those guidelines.
Update plan	The Panel meets monthly by teleconference to review data that may warrant modification of the guidelines. Updates may be prompted by new drug approvals (or new indications, dosing formulations, or frequency), new significant safety or efficacy data, or other information that may have a significant impact on the clinical care of patients. For cases in which significant new data become available that may affect patient safety, a warning announcement with the Panel's recommendations may be made on the AIDS*info* Web site until appropriate changes can be made in the guidelines document. Updated guidelines are available on the AIDS*info* Web site (**http://www.aidsinfo.nih.gov**).
Public comments	After release of an update on the AIDS*info* Web site, the public is given a 2-week period to submit comments to the Panel. These comments are reviewed, and a determination is made as to whether revisions are indicated. The public may also submit comments to the Panel at any time at **contactus@aidsinfo.nih.gov**.