

NAEPP Coordinating Committee

December 17, 2015

Meeting Minutes

On December 17, 2015, the National Heart, Lung, and Blood Institute (NHLBI) convened an open, public meeting of the National Asthma Education and Prevention Program (NAEPP) Coordinating Committee via webinar and teleconference. 53 individuals joined the webinar with the following NHLBI Staff:

Rachael Tracy, NAEPP Coordinator, CTRIS
Dr. James Kiley, Director, Division of Lung Diseases
Janet de Jesus, Public Health Advisor, CTRIS
Quanita Winters-Tyler, Public Health Assistant, CTRIS
Dr. Michelle Freemer, Program Official, Division of Lung Diseases

1. Introductions

- Rachael Tracy introduced NHLBI staff and reviewed the Agenda.

2. NAEPP Reorganization

- Dr. Kiley and Ms. Tracy discussed the NAEPP reorganization as a federal advisory committee, according to the requirements of the Federal Advisory Committee Act (FACA). The established goals and functions of the NAEPP will continue.
- As a federal advisory committee, the NAEPP will provide recommendations to NHLBI on asthma.
- NAEPP will be structured according to FACA requirements to include a parent committee (PC) and working groups (WG).
 - The PC will consist of a maximum of 15 members, who will be nominated [through a formal process with information provided via Federal Register Notice, (FRN) and vetted prior to their 1-4 year appointments, noting they may be re-appointed.
 - a. The request for PC nominations will be made in a FRN and on the NAEPP website in January, 2016.
 - b. The period for nominations is 30 days.
 - c. Nominees will be vetted for conflicts of interest (COI), a process which may take 2-3 months.
 - d. NHLBI Staff will review the vetted nominees and make recommendations for membership, subject to clearance by the Office of Committee Management which ensures compliance with all applicable regulations during the process.
 - e. Once cleared, recommendations are provided to the NHLBI Director and then the NIH Director, who is the approving official.
 - f. Approved members complete human resources and ethics paperwork prior to final clearance and before convening their first meeting.
 - A draft plan for WGs was presented, noting WGs may be standing workgroups or on an ad hoc basis.
 - a. Membership is not limited in number or duration nor is there a formal appointment or vetting process.
 - b. Any conflicts of interest (COI) are addressed with COI forms at each meeting of the WG.

- c. It is anticipated that the organizations currently represented in NAEPP, will continue to participate through representatives on the WGs. PC members may also be WG members
- d. The existing NAEPP subcommittees will likely become WGs.
- Whereas the PC is advisory to NHLBI, the WGs are advisory to the PC.
- As the reorganization into the PC and WGs occurs, the NAEPP will continue to function.
 - a. In particular, given the need for an update to the EPR-3 guidelines, the Expert Panel and the Guidelines Implementation Panel, will proceed as WGs.
 - i. Membership in the Expert Panel will require nomination and vetting.

3. EPR-3 update

- Rachael Tracy announced the title for the EPR-3 update: “NAEPP EPR Guidelines for the Diagnosis and Management of Asthma Update on Selected Topics 2017.” Noting that the 2017 is draft and will be updated according to when the update is completed.
- Janet de Jesus reviewed the systematic review process and provided an update on the status:
 1. AHRQ’s Evidence-based Practice Centers (EPCs) will be doing the systematic reviews on the 6 topics identified by the EPR-3 Working Group and reviewed the public and NHLBI’s Council.
 - a. Technical Expert Panels (TEP) informs the scientific content of the research review and provides input to the EPC.
 - i. TEPs consist of 5-8 members selected to create balance between content (asthma) and methodology expertise and the user’s perspective.
 - b. NHLBI’s will develop the statement of work and systematic review topic refinement with AHRQ staff, suggest technical expert panel members and peer reviewers, participate in periodic calls, and review and comment on draft and final protocol and reports.
 - c. NAEPP members may participate in the following activities:
 - i. Evidence Review
 - Suggest technical expert panel members (Jan. 2016)
 - Suggest peer reviewers (late summer 2016)
 - Review and comment on draft and final reports. (late 2016-early 2017)
 - ii. Guidelines Update
 - Nomination of expert panel members (Winter 2016).
 - Nomination of peer reviewers (dates TBD)
 - Review and comment on draft and final clinical recommendations and/or guidelines. (dates TBD)
 - d. Industry stakeholder input and public review
 - i. Scientific Information Requests (SIP) will be sent to industry stakeholders, requesting them to submit scientific information.
 2. Systematic Review Draft Reports will be posted on the AHRQ website for 4 weeks for public comment: www.effectivehealthcare.ahrq.gov/index.cfm/research-available-for-comment/
 3. To receive e-mail alerts from AHRQ sign up at: www.effectivehealthcare.ahrq.gov/index.cfm/join-the-email-list1/
 4. AHRQ Effective Health Care (EHC) Program

- a. EHC Program published methods papers, including the Methods Guide
 - b. EHC Program published research reviews and summary guides
 - c. Opportunities for collaborations through listserv notifications
 - d. Key question, draft report, and final report postings
 - e. Website: www.effectivehealthcare.ahrq.gov
5. Timeline
- a. 2016: systematic evidence reviews on selected topics.
 - b. 2017: draft summary reports of evidence reviews.
 - i. Draft reports will be made available for public comment.
 - ii. Reports will be revised and provided to NHLBI.
 - iii. Expert Panel WG uses systematic review to draft an update to EPR-3 on the selected topics.
 - iv. Draft update will be made available for public comment and revised.
 - c. 2018: Estimated timeline for updates on selected topics to be published.
4. Questions from webinar participants:
- Q: Is industry required to be part of the FACA?
 - A: No, the FACA does not require industry participation.
 - Q: Who writes the text for the Guidelines?
 - A: Expert Panel (WG) will write the update to the guidelines, using the systematic review provided by AHRQ's EPC.
 - Q: Who picks experts for guidelines panel?
 - A: There will be a nomination and vetting process.
 - Q: When the presentation will be available?
 - A: Meeting minutes will be posted on the NAEPP website and also sent out to attendees. A copy of presentation will be sent via email to meeting attendees.
 - Follow up: Rachael Tracy indicated she can be contacted for any questions about FACA or AHRQ, via e-mail at tracyr@nhlbi.nih.gov
 - In the absence of further questions, participants were thanked, and the meeting was adjourned.