



General Chapters-Chemical Analysis Expert Committee (GC-CA EC)
Tuesday, September 29, 2020
10:00 a.m. – 12:00 p.m.
Teleconference

Agenda - Draft

Goals and Anticipated Outcomes

The primary goal of this meeting is to brief the newly-formed committee on upcoming ballot of chapters, the 2015-2020 Legacy Document, and Subcommittee approach to the Work Plan. Specific objectives include:

- 1) Review upcoming ballots for proposed revisions in *Pharmacopeial Forum (PF)*.
- 2) Go over the legacy of committee work accomplished and ongoing work. Allow USP Staff the opportunity to bring key chapters to the attention of the Expert Committee.
- 3) Review the existing Subcommittees and Expert Panels and provide strategic direction as needed.
- 4) Review Work Plan and new areas for possible consideration

Attendees

Attendee list provided on the day of the meeting

10:00 a.m.	1. Opening and Administrative Matters <i>(Informational, Decision Making)</i> <ol style="list-style-type: none">a. Welcome and Opening Remarksb. Roll Call and Establish Quorumc. Conflicts of Interest, Confidentiality, Code of Ethics and Recording Policyd. Approval of Agenda	Ms. Lewen Mr. Freebern Mr. Freebern Ms. Lewen
10:05 a.m.	2. Introductions <i>(Informational)</i> <ol style="list-style-type: none">a. Expert Committee Members (including Fun Facts)b. Expert Committee Vice Chair Appointmentc. USP Staff (including Roles and Responsibilities)	All
10:40 a.m.	3. USP Science Framework and General Chapters <i>(Informational)</i>	Dr. Pappa
11:00 a.m.	4. Procedural Matters <i>(Informational, Decision Making)</i> <ol style="list-style-type: none">a. Voting Procedureb. COVID-19 Quorum Contingency Resolution	Mr. Freebern
11:10 a.m.	5. 2015-2020 Legacy Document <i>(Informational)</i>	Ms. Lewen, Dr. Zaidi



- 11:25 a.m. **6. 2020-2025 EC Work Plan**
(Discussion, Decision Making)
 a. Formation of Subcommittees
- 11:50 a.m. **7. Chapters for the *USP-NF* 2021 Issue 2 Ballot**
(Decision Making)
- 12:00 p.m. **Adjourn**
- Ms. Gaitán, Ms. Lewen
- Dr. Zaidi