



**General Chapters Packaging and Distribution Expert Committee (GCPD)**  
**Friday, October 16, 2020**  
**8:30-9:30 a.m. EDT**  
**Teleconference**

**Agenda - Draft**

**Goals and Anticipated Outcomes**

- To inform the Expert Committee members of the new cycle on USP and Expert Committee work, practices and procedures.

**Attendees**

- Attendee list to be provided the day of the meeting

- 9:00 a.m.     **1. Opening, Procedural, and Administrative Matters**
- a. Welcome, Opening Remarks, Introduction     Dr. Janssen
  - b. Roll Call     Ms. von Berg
  - c. Establish quorum     All
  - d. Conflicts of Interest, Confidentiality, Code of Ethics and Recording Policy     Ms. von Berg
  - e. Approval of Agenda     Dr. Janssen
- 9:05 a.m.     **2. Introductions**  
*Informational*
- a. EC Member Introductions     All
  - b. Key staff introductions (roles and responsibilities)     USP Staff
- 9:35 a.m.     **3. Voting Procedure**     Ms. von Berg  
*Informational*
- BEGIN CLOSED SESSION**
- 9:45 a.m.     **4. COVID-19 Quorum Contingency Resolution**  
*Decision Making (approval of the resolution)*
- a. Presentation of the Resolution     USP Staff
  - b. Discussion     All
  - c. Call for Recusal for Conflicted Members     Dr. Janssen
  - d. Final discussion for any items warranting EC decision-making     Non-conflicted EC members
- END CLOSED SESSION**
- 9:55 a.m.     **5. Meeting Wrap-up and Action Items**
- a. Action Items
  - b. Reminder of Next Meeting