



**General Chapters Dosage Forms Expert Committee (GCDF)  
Thursday, October 22, 2020  
11:00 a.m. - 1:00 p.m.  
Teleconference**

**Agenda - Draft**

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**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

11:00 a.m.	<b>1. Opening, Procedural, and Administrative Matters</b>	
	a. Welcome, Opening Remarks, Introduction	Dr. Coffey
	b. Roll Call	Ms. von Berg
	c. Establish quorum	All
	d. Conflicts of Interest, Confidentiality, Code of Ethics and Recording Policy	Ms. von Berg
	i) Updating your contact info and CV	
	ii) How to update your Col	
	e. Approval of Agenda	Dr. Coffey
11:10 a.m.	<b>2. Introductions</b>	
	<i>Informational</i>	
	a. EC Member Introductions	All
	b. Key staff, roles and responsibilities presentation	USP Staff
11:50 a.m.	<b>3. USP Science Framework and General Chapters</b>	Dr. Pappa
	<i>Informational</i>	
	a. <i>Science Quality Frame Work presentation</i>	
12:05 p.m.	<b>4. Meeting Specifics and Logistics</b>	
	<i>Informational</i>	
	a. Meeting Specifics and Logistics (Meeting flow, frequency, communication, and other topics)	USP Staff
	i) Review of Module 2 training	
	b. Voting procedure	Ms. von Berg
	<b>BEGIN CLOSED SESSION</b>	
12:20 p.m.	<b>5. COVID-19 Quorum Contingency Resolution</b>	
	<i>Decision Making (approval of the resolution)</i>	

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- a. Presentation of the Resolution
  - b. Discussion
  - c. Call for Recusal for Conflicted Members
  - d. Final discussion for any items warranting EC decision-making
- USP Staff  
All  
Dr. Coffey  
Non-conflicted EC members

**END CLOSED SESSION**

- 12:35 p.m. **6. EC Organization (Structure and Subgroups)** Dr. Coffey  
*Informational*
- a. Overview of proposed and continuing Subcommittees/Expert Panels and the topics covered by each group.

- 1:00 p.m. **7. Meeting Wrap-up and Action Items**
- a. Action Items
  - b. Reminder of Next Meeting