

Improving the Representation of Women and Underrepresented Minorities in Clinical Trials and Research

Agenda for the First Committee Meeting

January 19, 2021

Using Zoom Virtual Meeting

Meeting Goals:

- *Introduce committee members and discuss study process*
- *Secure input from the study sponsors about the task*
- *Begin discussion of existing data and resources*
- *Identify key questions to address the statement of task*
- *Discuss commissioned paper topics and possible authors*
- *Discuss logistics and topics for upcoming meeting/workshops*

Tuesday, January 19, 2021

12:00 pm – 2:00 pm **Open Sessions**

12:00 pm – 1:00 pm **Committee Reviews the Goals of the Study**

*Kirsten Bibbins-Domingo will welcome the public attendees and let them know that this is the first of several meetings this committee will have. This first meeting is for the committee to review the statement of task, identify key questions that need to be addressed, and hear from the sponsors. The committee will be holding three large public workshops, the first of which will be held virtually on **March 29** to hear from experts, key stakeholders, and members of the public. The anticipated report due date to the sponsors is April 30, 2022.*

Acknowledge the project sponsors: NIH

Also mention to the public that the comments made by the committee members during this meeting do not necessarily reflect the conclusions and recommendations that will be put forth in the report.

Then review the statement of task and encourage the committee members to discuss the scope of the work, the key questions to address the statement of task, the boundaries for what groups should be included, and what the key audiences are for the project.

- Chair introduces the project and the statement of task
- Chair and staff address any questions regarding the statement of task and scope of work

1:00 pm – 2:00 pm *Introduction and conversation with sponsors*

Kirsten Bibbins-Domingo will lead this discussion with the sponsors. Each NIH representative will introduce themselves and speak about why they are sponsoring this study, how it fits into their work, any important issues they think the committee should pay attention to, and what they hope comes out of the committee's work. The sponsors have been asked to give remarks for 20 minutes, followed by discussion. Committee members should feel free to ask questions of the sponsors.

- **Dawn Corbett, MPH**, NIH Inclusion Policy Officer, Office of Extramural Research, NIH
- **John Phillips, PhD**, Chief, Population and Social Processes Branch, National Institute on Aging, NIH
- **Monica Webb Hooper, PhD**, Deputy Director, National Institute of Minority Health and Health Disparities, NIH

2:00 pm *Meeting adjourns for the day*