**MINUTES**

**CPIC CONFERENCE CALL**

DATE: August 1, 2013

PRESENT: Andrea Gaedigk, Cyrine Haidar, Daniel Muller, Danxin Wang, Jeffery R. Bishop, Tom Callaghan, Kelly Birdwell, Kelly Caudle, Kelly Filipski, Kris Crews, Lynn Dressler, Marc Williams, Mark Dunnenberger, Mary Relling, Mia Wadelius, Mike Stein, Rachel Tyndale, Ravie Kem, Robert Freimuth, Sam Johnson, Sander Vinks, Tammie Chang, Vojtech Huser, Wolfgang Sadee

| TOPIC | DISCUSSION/ACTION | FOLLOW-UP |
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| Updates on guidelines in progress | - Ivacaftor/CFTR: Final draft circulated to authors; will discuss on September CPIC call-CPIC G6PD-rasburicase guideline: Editing working draft - IL28B CPIC guideline: Submitted early July- DPYD/5FU: Submitted in April. Addressing second round of reviewer comments.- CYP2C9/ HLA/phenytoin: Writing underway.Updates:-Codeine guideline update: Underway and due in September. Wolfgang and Andrea mentioned manuscript in process on *CYP2D6* variants.-HLA-B/abacavir: Will start update soon. Due in November. | Kelly will follow-up on progress.Kelly to coordinate Codeine guideline update with Kris Crews and other authors.Wolfgang will send 2D6 paper to Kelly for background for 2D6 update.Kelly will contact authors in August to discuss update process. |
| Authorship guidelines overview | Reviewed authorship guidelines (can be found in “SOP and Guideline Templates” folder on CPIC working group website (<http://consortia.pharmgkb.org/display/cpic/CPIC>). Authors should have a track record of publication or expertise in the specific topic area of the guideline and this information should be included on the authorship plan. The senior author decides upon order of authorship and must approve all co-authors. | CPIC Steering Committee will approve all authorship plans. |
| Possible new gene-drug guidelines | Discussed and agreed to recommend to Steering Committee to add tacrolimus and CYP3A5 to CPIC drug/gene list. CPIC Steering Committee and Kelly identifying and prioritizing other potential gene-drug pairs by evaluating the Dutch pharmacogenetics guidelines, FDA warning/precautions and the PharmGKB annotations. | Kelly will coordinate writing of guideline and schedule conference call with all interested authors to establish authorship plan.As soon as a guideline plan is confirmed, PharmGKB will add to drug/gene pair list on website. Kelly will follow-up. |
| CPIC informatics working group update | The informatics working group continues to get organized and recently had a coordinating group call with Michelle, James, Bob, and Kelly. The top focus is on the translation tables and there are specific plans coming together to establish a format for the tables and incorporate the tables into upcoming CPIC guideline updates; work from TPP is being applied to this process. The 3rd Monday of each month at 3PM central time has been established as the standing time for monthly teleconference. | Send email to James (james.hoffman@ stjude.org), Bob (Freimuth.Robert@mayo.edu), and Michelle (mwcarrillo@stanford.edu) if you are interested joining. |
| MOU and COI discussion | Currently CPIC members are welcome from academia, industry, patient advocacy groups, government and non-governmental organizations with credentials and an interest in pharmacogenomics. Potential members are asked to submit a letter of self-nomination outlining their interestsand credentials. Discussed updating the Memorandum of Understanding (MOU) to include asking individuals seeking CPIC membership to also include disclosure of conflicts of interest (COI). Discussed the need to define “what it means to be a CPIC member”; it was mentioned that unless COI will be used to act on membership, perhaps it is adequate to declare COI as part of authorship plan (as is already in place).  | Steering Committee will discuss input from members and will follow-up on future call. |
| CPIC Guideline Development Process Paper | CPIC agreed to participate in a special issue of *Current Drug Metabolism* entitled “CLINICAL USE OF BIOMARKERS IN DRUG METABOLISM AND ADVERSE DRUG REACTIONS”. In an effort to make our guideline process more transparent, we wrote a manuscript describing the process we use to develop CPIC guidelines and compared our process to the Institute of Medicine’s Standards for Developing Trustworthy Clinical Practice Guidelines. The paper has been submitted. Thank you to all CPIC members who contributed. | Kelly will follow-up on progress. |