

2015 Dietary Guidelines Advisory Committee (DGAC): Milestones Timeline

Timeline	Events	Tasks	Milestones
May-June 2013	Appointments, Press Release, and <i>Federal Register</i> Notice	<ul style="list-style-type: none"> • DGAC sworn-in • Administrative tasks and training completed • Science Review Subcommittee forms <ul style="list-style-type: none"> - Initiate Work Group structure and tasks for topic selection and question development 	<ul style="list-style-type: none"> • DGAC sworn-in • Science Review Subcommittee established • Work Groups established for initial topic selection
June 13-14, 2013	1st DGAC Meeting	<ul style="list-style-type: none"> • Work Groups hold breakout sessions to <ul style="list-style-type: none"> - Develop topics areas that are within the DGAC's scope, including details pertinent for prioritizing topics - Discuss public comments received • Public meeting held to review and discuss <ul style="list-style-type: none"> - History and application of the Dietary Guidelines - State of the American diet and public health - Approaches for addressing each topic (i.e., purpose and functionality of the Nutrition Evidence Library (NEL)) - DGAC operations - The Science Review Subcommittee, evidence review system, and Work Group approach to developing questions and Subcommittee organization - Work Groups present first steps in topic area development and discuss recent science and its relationship to potential current evidence and to the 2010 Dietary Guidelines 	<ul style="list-style-type: none"> • Work Groups begin discussing topic areas

<p>June-October 2013</p>	<p>Work Groups plan</p>	<ul style="list-style-type: none"> • Work Groups develop topic areas based on guiding principles and the work load that can be accommodated and prioritize questions (or groups of questions) <ul style="list-style-type: none"> - Work Groups create Topic Tables for topics and prioritized questions (i.e., description of topic, refinement of topic for systematic review, food pattern modeling analyses, and/or data analysis) - Expert presentations are proposed by DGAC for 2nd and 3rd meetings to fill major information needs • Science Review Subcommittee discusses prioritization of questions in the Topic Tables <i>across</i> the DGAC Work Groups to inform Subcommittee organization 	<ul style="list-style-type: none"> • Topic areas are identified and questions prioritized • Science Review Subcommittee compiles list of topics/questions and begins to develop Subcommittee structure
<p>October 3-4, 2013</p>	<p>2nd DGAC Meeting</p>	<ul style="list-style-type: none"> • Work Groups hold breakout sessions to finalize Topic Table details and discuss public comments received • Public meeting: <ul style="list-style-type: none"> - Oral testimony provided from the public - Work Groups report work that has occurred since the first public meeting, including expert presentations to the Work Groups - Work Groups present to the full Committee on their finalized and prioritized questions and approaches for answering them - Science Review Subcommittee presents preliminary Subcommittee framework to full DGAC - Expert presentations provided as requested by DGAC 	<ul style="list-style-type: none"> • Full DGAC discusses compiled list of topics and identifies gaps • Prioritized questions presented • Full DGAC agree upon prioritized list of questions, including sources of evidence needed to address each • Preliminary Subcommittee structure discussed • NEL review process is ready to begin for top priority review questions

<p>Fall 2013/Winter 2014</p>	<p>Subcommittees work</p>	<ul style="list-style-type: none"> • Subcommittees are adjusted as needed and begin working. Final Subcommittee organization is posted for the public at www.DietaryGuidelines.gov • Subcommittees further develop Topic Tables, including aspects of the topic that are important to consider (i.e., primary outcomes of interest) and potential approaches for addressing each topic (i.e., systematic review, food pattern modeling, data analysis, etc.) • NEL begins systematic reviews following Subcommittee guidance; data and food pattern modeling analyses are also initiated • Chair and Vice Chair work with science writer to develop a rough outline for the DGAC Report that identifies the Subcommittees’ roles by chapter 	<ul style="list-style-type: none"> • Subcommittees further develop Topic Tables • Review of evidence using systematic reviews, data analyses, food pattern modeling analyses, and review of evidence-based reports underway • Rough draft outline of the DGAC Report
<p>Spring 2014</p>	<p>3rd DGAC Meeting</p>	<ul style="list-style-type: none"> • Subcommittees hold breakout sessions to continue discussions on interim work <ul style="list-style-type: none"> - Preliminary organization of chapters discussed - Public comments received are discussed • Public meeting: <ul style="list-style-type: none"> - Subcommittees report work that has occurred since the second public meeting, including expert presentations to the Subcommittees - Subcommittees present summaries of the evidence reviews and supporting science leading to draft conclusion statements, including their approach for addressing topics using systematic reviews, data analyses, food pattern modeling analyses, and other evidence-based reports - Expert presentations given at public meeting, if requested by DGAC - Discuss preliminary Report outline 	<ul style="list-style-type: none"> • Subcommittees report on their work and discuss approaches to handling cross-cutting issues • An “annotated outline” is provided to Subcommittees, presenting objectives for chapters
<p>Spring/Summer 2014</p>	<p>Subcommittees work</p>	<ul style="list-style-type: none"> • Subcommittees continue to review the evidence and draft <i>initial</i> scientific conclusion statements, implications, and scientific rationale content for the Report 	<ul style="list-style-type: none"> • Review of evidence continues • Science writer works with Subcommittee Chairs and DGAC Chair/Vice Chair to coordinate chapter development

<p>Summer 2014</p>	<p>4th DGAC Meeting</p>	<ul style="list-style-type: none"> • Subcommittees hold breakout sessions to <ul style="list-style-type: none"> - Discuss evidence reviews, draft conclusions, and chapter content - Discuss public comments received • Public meeting: <ul style="list-style-type: none"> - Subcommittees report work that has occurred since the third public meeting, including expert presentations, if any, to the Subcommittees - Subcommittees continue presenting summaries of the evidence reviews and supporting science leading to draft conclusion statements - Discuss overarching chapter(s) to integrate the content 	<ul style="list-style-type: none"> • Discussion (and consensus when possible) on the conclusion statements, implications, and scientific rationales presented • Science writer continues to work with Subcommittee Chairs and DGAC Chair/Vice Chair on editing and refining chapters
<p>Summer/Fall 2014</p>	<p>Subcommittees work</p>	<ul style="list-style-type: none"> • Subcommittees complete their scientific reviews and conclusion statements, implications, and scientific rationales • Subcommittees <i>refine</i> topic area chapters • Subcommittees cross-review each other's chapters as assigned by the Chair • Chair and selected Committee members develop integration chapter 	<ul style="list-style-type: none"> • Review of evidence continues • Drafted chapters become a <i>cohesive</i> semi-final Report with an integration chapter
<p>Fall 2014</p>	<p>5th DGAC Meeting</p>	<ul style="list-style-type: none"> • Subcommittees hold breakout sessions to discuss final work needed on Report chapter(s) and public comments • Public meeting: <ul style="list-style-type: none"> - Subcommittees report work that has occurred since the fourth public meeting - Semi-final Report is discussed as a full Committee and changes needed to content of Report are identified 	<ul style="list-style-type: none"> • Discussion and consensus on the conclusion statements, implications, and scientific rationales presented • Consensus vote to “sign-off” on the Report based on agreed changes (minor edits can still be made)
<p>Fall/Winter 2014</p>	<p>(Science writer/editor and Chair if needed)</p>	<ul style="list-style-type: none"> • DGAC Report undergoes final formatting and grammatical editing by science writer (includes html formatting, 508 compliance coding, etc.) • If minor edits required, Chair signs on behalf of DGAC as the final approval before submission to the Secretaries 	<ul style="list-style-type: none"> • Report for the Secretaries is in its final form • Report ready for electronic posting

<p>Winter 2014</p>	<p>Release of DGAC Report</p>	<ul style="list-style-type: none"> • Submit DGAC Report to the Secretaries • Release DGAC Report on-line, followed by limited printed hard copies 	<ul style="list-style-type: none"> • DGAC formally submits the Report to the Secretaries of HHS and USDA • DGAC has concluded their work and disband
<p>Winter 2015</p>	<p>Public Comment Meeting on DGAC Report</p>	<ul style="list-style-type: none"> • Public meeting: Public provides comment to the Federal government on the DGAC Report 	<ul style="list-style-type: none"> • Public comment on the Report

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