



The College on Problems of Drug Dependence

Underrepresented Populations (URPOP) Committee Standard Operating Procedures

Last revised 10/1/2022

URPOP Committee Mission: The overall mission of the Underrepresented Populations Committee (URPOP) of CPDD is to increase the representation and inclusion of underrepresented groups in CPDD activities. The URPOP committee's primary focus is on identifying and removing barriers to fostering a diverse, equitable, and inclusive environment for CPDD members and CPDD meeting attendees. This aligns with CPDD's broader **Core Values** (A Diverse and Inclusive Culture; Collegiality; Compassion in Clinical Care; Integrity; Leadership and Service; and Scientific Excellence and Discovery). Historically, the URPOP has focused on racial/ethnic minority groups, but from time to time the Board of Directors may broaden, narrow, or otherwise alter this focus.

NIH defines underrepresented populations as individuals from racial and ethnic groups that have been shown by the National Science Foundation to be underrepresented in health-related sciences on a national basis. In the United States, individuals who are Black or African American, Hispanic or Latino/a/e/x, American Indian or Alaska Native, Native Hawaiian and other Pacific Islander are considered to be members of underrepresented racial and ethnic groups. Additional underrepresented groups include individuals with disabilities, (defined as those with a physical or mental impairment that substantially limits one or more major life activities), and individuals from economically disadvantaged backgrounds. We in URPOP have expanded our focus to also include individuals who are members of sexual and gender minority groups.

The URPOP Committee advises the Board of Directors on strategies for promoting increased representation of these groups in the organization as a whole, on committees, in leadership, and in attendance at the annual meeting. To accomplish this, URPOP uses a data driven approach to:

- Identify barriers to membership and attendance at CPDD events that may disproportionately impact members of underrepresented populations.
- Make recommendations to the Board for removing identified barriers.
- Collaborate with other CPDD committees (e.g. Membership Committee, Education Committee, and others) to establish best practices for promoting a diverse, equitable, and inclusive environment.

Committee Members: Committee members serve for a period of 3 years and may be extended at the members request and with approval of the Committee Chair.

Committee Operations: The URPOP Committee maintains a listserv, posting information of relevance to the Committee's charge. The listserv reaches beyond the membership of the Committee to members and attendees at the annual meeting who are interested in the involvement of underrepresented groups in CPDD activities. In addition, the committee maintains a Facebook page to disseminate news and information to and about underrepresented populations.

The URPOP Committee also evaluates the involvement of underrepresented populations in CPDD and encourages participation and involvement of underrepresented groups in CPDD activities. Examples of such activities include organizing a related symposium or workshop at the Annual Meeting, proposing the establishment of a travel award relevant to the Committees' charge, and encouraging greater CPDD membership among underrepresented groups.

The Committee meets annually at the CPDD meeting. During the year, business is transacted by e-mail and telephone. A video conference call may be used if warranted. To stay abreast of developments in the arena, the Chair brings matters to the attention of the Committee members, and if appropriate, the Committee formulates a plan of action which it communicates to the President and Executive Office. Frequently, the action will entail distribution of a message to the CPDD membership via the URPOP listserv regarding important items relating to the Committee's charge.