

Date and Time: 15th September 2009

Minutes: Confirmed

1st ASD in Children and Young People Guideline Development Group Meeting

Place: Royal College of Paediatrics and Child Health, London.

Present

- Gillian Baird (Chair) (GB)
- Zoe Thompson
- Susan Anderson
- James Nicholls
- Carol Bagnall
- Sharon Richman
- Diana Howlett
- Lorraine Scott
- Anne-Marie McKigney
- Anne le Couteur
- Emily Simonoff
- Tony Charman
- Penny Williams

NCC-WCH staff

- Stephen Murphy (Lead Clinician) (SM)
- Hannah Rose Douglas (Project Lead) (A4)
- Hugh McGuire
- Rosalind Lai
- Shona Burman-Roy (A5) (in attendance for Notes 6-8)
- Nicholas Cole (in attendance for Notes 6-8)
- Sarah Latreille (in attendance for Notes 6-8)

In attendance: Iain McClure (SIGN) (in attendance for Note 6 only)

NICE Staff:		
Caroline Keir		(In attendance for notes 1 – 5)
Barbara Meredith		(In attendance for notes 1 – 5)
Nick Staples		(

Observers:

None		
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Notes

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1. GB welcomed the group to the first GDG. No apologies were received). The Chair asked all GDG members to declare any relevant conflicts of interest. All declared that they knew of no personal specific, personal non-specific, non-personal specific or non-personal non-specific interest in the development of this guideline.
2. Introductions were made around the table.
2. HRD gave a presentation on roles and responsibilities of the GDG.
4. CK provided an overview of NICE and her role as commissioning manager for the guideline.
5. BM gave a presentation on the role of the Patient and Public Involvement unit at NICE. The technical team gave a presentation on the 10 steps to guideline development. The health economic section and "Making recommendations" part of this talk was re-scheduled for the beginning of GDG 2.
6. After lunch Iain McClure from SIGN gave a presentation on lessons learned from the experience of developing a guideline on ASD for Scotland.
7. GB gave an introduction to the scope and to the clinical questions in the guideline.
8. The GDG broke into group to discuss and agree the clinical questions and populate the research protocols for each question. SB-R explained that the draft research protocols would be put on the website for further comment from the GDG.

Date, time and venue of the next meeting

20th October 2009, 10am to 4pm, Royal College of Obstetricians and Gynaecologists, London.