



NICE: Medicines Concordance Guideline
Guideline Development Group (GDG) Meeting Minutes

Date and Time: 14th October 2008

Place: Derwent Room, National Institute for Health and Clinical Excellence

Present: **GDG members**
Chair: Dr Jonathan Evans

In attendance:
Dr Ursula Butler, Mrs Sally Norfolk, Mrs Philippa Williams, Mrs Deborah Derrick, Dr Anne Wright, Mrs Charlotte Mawby, Mrs Janet Wootton.

NCC Staff:	Dr. Norma O'Flynn Ms Vanessa Nunes Ms Katrina Sparrow Ms Laura Sawyer	
NICE	Ms Barbara Meredith	
Apologies:	Dr Penny Dobson Dr Patricia Hall	
DOI	No new declarations of interest were recorded at the meeting.	

TOPIC***Coffee available******Introduction, welcome and meeting objectives***

- Introductions and apologies
- Overview of agenda

Introduction presentations (morning tea)

- Dr Norma O'Flynn delivered the Working with NICE presentation as Ms Sarah Willett was not present
- Ms Barbara Meredith delivered the patient and carer involvement in the guideline process
- Dr Norma O'Flynn gave an overview of guideline development

- Dr Jonathan Evans delivered a presentation on the working arrangements with GDG and Declarations of Interest

Health Economics process presentation

- Ms Laura Sawyer delivered the presentation on health economics

Scope of the NE guideline

- Dr Norma O'Flynn gave a brief presentation of the scope of the NE guideline

Lunch (Claromentis run through at request)***Key clinical questions***

- Ms Katrina Sparrow introduced the GDG to the process of developing evidence statements and recommendations

- Dr Jonathan Evans led the discussion with the GDG as to reach consensus on key clinical questions

Summary of next steps, meeting dates, and any other business***Close***