MINUTES OF THE MEETING

Monday 9th January 2012

1.1 Agenda item 1: Introductions & GDG working
GM welcomed the group and all GDG members and NICE staff introduced themselves and described their interest in this guideline. Apologies for were received from David Bennett-Jones.
GM went through a presentation of GDG working including his role as the chair of the group.

1.2 Agenda item 2:
- Literature searching: SG gave a presentation on literature searching.
- PPIP: EW gave the presentation on the patient and public involvement programme.
- Process of guideline development: DJ gave a presentation on clinical guidelines and the methods used to develop this guideline.
- Role of the Guidelines Commissioning Manager (GCM): RR discussed the role of the GCM in relation to guideline development.
• **Role of the Project Manager:** MH gave a presentation on the role of the Project Manager, the timelines for this guideline and an overview of the declarations of interest policy. Following this GM asked all GDG members and NICE staff if they had any additional DoIs. There were no additional DoIs declared.

• **Health Economics:** GR gave a presentation on health economics. Further information about the health economics specific to this guideline will be discussed at a later stage in the meeting.

**1.3 Agenda item 3: Summary of the scope**

LH presented a summary of the scope. The GDG discussed the scope, including the inclusions and exclusions and population to be considered.

**1.4 Agenda item 4: Patient Pathway**

DJ presented the draft pathway and went through how the pathway reflects current clinical practice.

**1.5 Agenda item 5 & 6 : Proposed binder map**

DJ presented phosphate binder maps for both those with CKD 4 & 5, and those with CKD 5 that are on dialysis. The GDG went through each map confirming those binders that could be removed.

**1.6 Agenda item 7: Summary of Day**

GM closed the meeting.

*Tuesday 10th January 2012*

**1.7 Agenda item 1: Review of Day 1**

GM opened the meeting with a brief summary of the previous day’s discussions, and discussed the plan for the day.

**1.8 Agenda Item 2: An introduction to GRADE**

DJ gave a presentation on GRADE. Explaining to the group what GRADE is and how it will be used for the evidence in this guideline.

**1.9 Agenda item 3 & 4: GRADE – Main outcomes be considered**

DJ presented a list of main outcomes to be considered as part of the guideline. The GDG went through the outcomes and listed them in order of importance for the phosphate binder and diet questions.

**1.10 Agenda item 5: Health Economics – Introduction & potential model**

GR discussed the health economics with specific reference to this guideline and the group considered the health economics to be included in the guideline. He asked the group questions in the areas he needed more information, and will give an update at the next GDG meeting.

**1.11 Agenda item 6: Discussion on outstanding clinical queries**

DJ/LH went through a number of outstanding clinical queries the team have relating to the review questions on phosphate binders and dietary interventions. The GDG discussed the queries and gave answers to allow the technical team to continue working on the questions. Further information will be available at the next GDG meeting.
1.12 Agenda item 7: Review Protocol
DJ/LH went through the review protocol to be used for the development of this guideline. The GDG discussed each question and gave comments to the team.

1.13 Agenda Item 9: Any other business
The next meeting will be held in the NICE Manchester Office, on 5th & 6th March 2012.

GM closed the meeting.