

## Diabetic Retinopathy Guideline Committee 1

**Date:** 20/04/22

**Location:** Virtual

**Minutes:** Final

<b>Committee members present:</b>	
Mike Burdon (MB)	Present for all items
Amandeep Bedi	Present for all items
Philip Burgess	Present for all items
Yvonne Coalbran	Present for all items
Rosalind Creer	Present for all items
Christiana Dinah	Present for all items
Noemi Lois	Present for items 6 to 9
Louis Savage	Present for all items
Diva Shah	Present for all items
Bernadette Warren	Present for all items
Becky Wei Luo	Present for all items

<b>In attendance:</b>		
Catrina Charlton (CC)	Guideline Commissioning Manager	Present for all items
Ahmed Yousef (AY)	Technical Analyst	Present for all items
Jackie Durkin (JD)	Administrator	Present for item 1
Kathryn Hopkins (KH)	Technical Adviser	Present for all items
Nicola Cunliffe (NC)	Project Manager	Present for all items
Kate Kelley (KK)	Associate Director	Present for all items
Jenny Craven (JC)	Information Services	Present for all items
Jenny Kendrick (JK)	Information Services	Present for all items
Syed Mohiuddin (SM)	Technical Adviser – Health Economics	Present for all items
Kirsty Hounsell (KiH)	Technical Analyst – Health Economics	Present for all items
Hannah Lomax (HL)	Technical Analyst – Health Economics	Present for all items

**Apologies:**

Emma Chamber

NICE Public Involvement Lead

**1. Welcome**

The Chair welcomed the committee members and attendees to the first meeting of the Diabetic Retinopathy guideline update. The Chair invited all attendees to introduce themselves.

The Chair asked all committee members to verbally declare any new interests that have arisen since the last meeting. No new interests were declared.

**2. The Role of the Project Manager and Administrator**

NC gave a brief outline of the roles undertaken by the Project Manager and Administrator

**3. Role of the Guideline Commissioning Manager**

CC explained to the committee what the role of the Guideline Commissioning Manager entails

**4. Information Services Presentation**

JC and JK gave a short presentation on Information Services

**5. Guideline Development**

AY and KiH outlined the steps involved in the development of a guideline .

**6. Scope Summary and Evidence Review Plans**

KH explained the scope summary and evidence review plans

**7. Review Protocols for Review Questions 2.1 and 2.2 (frequency of monitoring)**

KH and AY outlined the protocols for review questions 2.1 and 2.2 – frequency of monitoring.

**8. Health Economic Prioritisation**

HL gave a short presentation on health economic prioritisation

**9. AOB and Summary**

Nicola Cunliffe (NC), Project Manager summarised the next steps. The Chair thanked the committee for their time and contribution to the meeting and as there was no other business to discuss, brought the meeting to close.