

NATIONAL COLLABORATING CENTRE FOR CANCER (NCC-C)

Cancer of the upper aerodigestive tract (CUADT)

First Guideline Development Group (GDG) meeting

16th & 17th December 2013

Board Room, NCC-C, Park House, Greyfriars Road, Cardiff

GROUP MEMBERSHIP & ACTION LIST

GDG Members	
Dr Martin Robinson (MR)	Dr Tom Roques (TR)
Dr Cyrus Kerawala (CK)	Anthony (Tony) Smith (TS)
Dr Margred Capel (MC)	Stephen Spraggett (SS)
Leah Cox (LC)	Bella Talwar (BT)
Prof Michael Fenlon (MF)	Jane Thornton (JT)
Mr Lawrence Newman (LN)	Mr Stuart Winter (SW)
Sarah Orr (SO)	Dr Wai Lup Wong (WW)
Mr Vinidh Paleri (VP) (<i>Day 2 only</i>)	Dr Julia Woolgar (JW)
NCC-C staff	
Angela Bennett (AB)	Vicky Kelly (VK)
Dr Nathan Bromham (NB)	Angharad Morgan (AM) (observer)
Dr Andrew Champion (AC)	Delyth Morris (DM)
Dr David Jarrom (DJ)	
NICE staff	
Katie Perryman Ford (KPF) (<i>Day 2 only</i>)	Louisa Wall (LW) (observer)
Apologies	
Dr Shreerang Bhide (SB)	Barbara Meredith (BM)
Dr John Graham (JG)	

REPORTS OF DISCUSSIONS AT THE MEETING

1. Introductions

MR welcomed everyone to the 1st meeting of the CUADT GDG.

Apologies for absence were received from, Dr Shreerang Bhide (GDG member representing Clinical Oncologists), Dr John Graham (NCC-C Centre Director), and Barbara Meredith (NICE Patient & Public Involvement Programme). Mr Vinidh Paleri and Katie Perryman Ford can only attend day 2.

2. Declarations of Interest

The following declarations of interest were declared prior to the meeting:

- MR declared that he has received an honorarium from the Christie Hospital for reviewing grant applications. This interest was categorised as personal pecuniary, non-specific meaning that MR can participate in discussion of all guideline topics, as payment is for general advice.
- MR declared that he has received travel expenses from CRUK to attend a CTRad committee meeting. This interest was categorised as personal

pecuniary, non-specific meaning that MR can participate in discussion of all guideline topics, as expenses are not beyond reasonably required.

- MR declared that his wife is principal investigator for a trial on ADHD run by Shire Pharmaceuticals and she receives fees for lecturing and running meetings about the trial. This interest was categorised as personal family interest, non-specific meaning that MR can participate in discussion of all guideline topics.
- MR declared that he is chief investigator for VORTEX trial (adjuvant external-beam radiotherapy in patients with previously resected extremity soft tissue sarcoma) funded by CRUK/Birmingham trials unit. This interest was categorised as non-personal pecuniary, non-specific meaning that MR can participate in discussion of all guideline topics, as it is funded by a charity and the trial is not specific to the content of the guideline.
- MR declared that he is the local principal investigator for LUX2 trial (Phase III trial of afatinib (BIBW 2992) v placebo for the treatment of head and neck squamous cell cancer after treatment with chemoradiotherapy) funded by Boehringer Ingelheim Pharmaceuticals. This was handed over at retirement in May 2013. This interest was categorised as non-personal pecuniary, specific and we are awaiting a decision on topics before classifying further.
- MR declared that he is the local principal investigator for trial investigating surgery plus lapatinib in patients with advanced head and neck cell cancer funded by GSK. This was handed over at retirement in May 2013. This interest was categorised as non-personal pecuniary, specific and we are awaiting a decision on topics before classifying further.
- MR declared that he is the local principal investigator for trial investigating chemoradiotherapy plus lapatinib in patients with advanced head and neck cell cancer funded by GSK. This was handed over at retirement in May 2013. This interest was categorised as non-personal pecuniary, specific and we are awaiting a decision on topics before classifying further.
- CK declared that he has received an honorarium for being on a GMC registration and certification appeals panel. This interest was categorised as personal pecuniary, non-specific meaning that CK can participate in discussion of all guideline topics, as payment is for general advice.
- CK declared that he has received an honorarium from the Health Ombudsmen for acting as an expert advisor on surgery in a complaint. This interest was categorised as personal pecuniary, non-specific meaning that CK can participate in discussion of all guideline topics, as payment is for general advice.
- CK declared that he has received travel expenses and an honorarium from the Institute of Rural Health in Wales for giving a presentation on robotic head and neck surgery. This interest was categorised as personal pecuniary, non-specific meaning that CK can participate in discussion of all guideline topics, as expenses are not beyond reasonably required.
- CK declared that he gave a lecture on head and neck cancer to the Yorkshire Oncology Group (no fee was received). This interest was categorised as personal non-pecuniary, meaning that CK can participate in discussion of all guideline topics, as the lecture was on general head and neck cancer issues.
- CK has written an editorial on research in oral maxillofacial surgery. This interest was categorised as personal non-pecuniary, meaning that CK can participate in discussion of all guideline topics, as the editorial was on research and not diagnosis and management.
- CK has declared he is a council member of BAHNO. This interest was categorised as personal non-pecuniary, meaning that CK can participate in discussion of all guideline topics, as it is not specific.

- CK has declared he is Honorary Secretary of the British Association of Oral and Maxillofacial Surgeons. This interest was categorised as personal non-pecuniary, meaning that CK can participate in discussion of all guideline topics, as it is not specific.
- CK has declared he is Section Editor for oncology for the British Journal of Oral and Maxillofacial Surgery. This interest was categorised as personal non-pecuniary, meaning that CK can participate in discussion of all guideline topics, as it is not specific.
- CK has declared he is an Examiner for the Intercollegiate FRSC on head and neck oncology. This interest was categorised as personal non-pecuniary, meaning that CK can participate in discussion of all guideline topics, as it is not specific.
- CK has declared he is a Member of the Statutory Advisory Committee for Oral and Maxillofacial Surgery. This interest was categorised as personal non-pecuniary, meaning that CK can participate in discussion of all guideline topics, as it is not specific.
- CK has declared he is an expert advisor to the DAHNO database of head and neck oncology. This interest was categorised as personal non-pecuniary, meaning that CK can participate in discussion of all guideline topics, as it is not specific.
- BT has declared she is an advisor for the Rarer Cancer Forum providing nutritional advice (no input since 2010). This interest was categorised as personal non-pecuniary, meaning that BT can participate in discussion of all guideline topics, as it is not specific.
- BT has declared she was previously Chair of the British Dietetics Association, Oncology Group. This interest was categorised as personal non-pecuniary, meaning that BT can participate in discussion of all guideline topics, as it is not specific and longer than 12 months has passed.
- BT has declared she worked on the Rehabilitation Care Pathway with NCAT. This interest was categorised as personal non-pecuniary, meaning that BT can participate in discussion of all guideline topics, as it is not specific and longer than 12 months has passed.
- BT has declared she was an expert advisor on dietetics for Map of Medicine. This interest was categorised as personal non-pecuniary, meaning that BT can participate in discussion of all guideline topics, as it is not specific and longer than 12 months has passed.
- SB has declared that they received travel expenses from ORACLE Cancer Trust to attend a head and neck conference. This interest was categorised as personal pecuniary, non-specific meaning that SB can participate in discussion of all guideline topics, as expenses are not beyond reasonably required.
- SB has declared that they advised on the trial protocol and recruits patients to the ART-DECO trial (randomised Phase III trial of dose-escalation in laryngeal/hypopharyngeal cancer) funded by CRUK. This interest was categorised as non-personal pecuniary, specific and we are awaiting a decision on topics before classifying further.
- SB has declared they provided quality assurance of radiotherapy plan for the PARSPORT trial (randomised Phase III trial of IMRT v 3DCRT for parotid sparing) funded by CRUK. This interest was categorised as non-personal pecuniary, specific and we are awaiting a decision on topics before classifying further.
- SB has declared they are a member of the trial management group (involved in developing trial protocol) for co-star trial (randomised Phase III trial of IMRT v 3DCRT for cochlear sparing) funded by CRUK. This interest was

categorised as non-personal pecuniary, specific and we are awaiting a decision on topics before classifying further.

- TR declared that he has received travel expenses from the RCR for attendance at quarterly meetings at PSSB committee and clinical lead meetings. This interest was categorised as personal pecuniary, non-specific meaning that TR can participate in discussion of all guideline topics, as expenses are not beyond reasonably required.
- TR has declared he is a member of the trial management group for the ART-DECO trial (randomised Phase III trial of dose-escalation in laryngeal/hypopharyngeal cancer) funded by CRUK. This interest was categorised as non-personal pecuniary, specific and we are awaiting a decision on topics before classifying further.
- TR has declared that he is the local principal investigator (not involved in trial set up) for CONVERT (fractionation of radiotherapy in SCLC) funded by CRUK/Royal Marsden. This interest was categorised as non-personal pecuniary non-specific, meaning that TR can participate in discussion of all guideline topics, as it is not specific.
- TR has declared he is the local principal investigator (not involved in trial set up) for DeteQT (QoL instruments in thyroid cancer) funded by Macmillan/Coventry. This interest was categorised as non-personal pecuniary, specific and we are awaiting a decision on topics before classifying further.
- TR has declared he is the local principal investigator (not involved in trial set up) for Head and Neck 5000 funded by University Hospital Bristol. This interest was categorised as non-personal pecuniary, specific and we are awaiting a decision on topics before classifying further.
- TR has declared he is the local principal investigator (not involved in trial set up) for IoN (I-131 in low risk thyroid cancer) funded by UCL/CRUK. This interest was categorised as non-personal pecuniary, specific and we are awaiting a decision on topics before classifying further.
- TR has declared he is the local principal investigator (not involved in trial set up) for SCORAD-III (radiotherapy dose for spinal cord compression) funded by UCL/CRUK. This interest was categorised as non-personal pecuniary, non-specific meaning that TR can participate in discussion of all guideline topics, as it is funded by a charity and the trial is not specific to the content of the guideline.
- TR has declared he is the local principal investigator (not involved in trial set up) for ICBP-4 (survey on diagnostic delays) funded by DoH/Eve Appeal. This interest was categorised as non-personal pecuniary, non-specific meaning that TR can participate in discussion of all guideline topics, as it is funded by a charity and the trial is not specific to the content of the guideline.
- TR has declared he is the local principal investigator (not involved in trial set up) for COSTAR (Cochlear sparing radiotherapy for parotid cancer) funded by CRUK/Royal Marsden. This interest was categorised as non-personal pecuniary, specific and we are awaiting a decision on topics before classifying further.
- TR has declared he is the local principal investigator (not involved in trial set up) for FRAGMATIC trial (standard therapy +/- heparin in lung cancer) funded by Velindre NHS Trust. This interest was categorised as non-personal pecuniary, non-specific meaning that TR can participate in discussion of all guideline topics, as it is funded by a charity and the trial is not specific to the content of the guideline.
- TR has declared he is the local principal investigator (not involved in trial set up) for HiLo (I-131 dose in thyroid cancer) funded by UCL/CRUK. This

interest was categorised as non-personal pecuniary, specific and we are awaiting a decision on topics before classifying further.

- TR has declared he is the local principal investigator (not involved in trial set up) for a local study on the effect of radiotherapy treated volume on taste funded by Norwich/Anthony Long Charity. This interest was categorised as non-personal pecuniary, non-specific meaning that TR can participate in discussion of all guideline topics, as it is funded by a charity and the trial is not specific to the content of the guideline.
- TR has declared he is a co-author on an opinion based paper entitled 'Functional Organ Preservation in Locally Advanced Laryngeal Squamous Cell Carcinoma: Is there a Role for Induction Chemotherapy?' This interest was categorised as personal non-pecuniary and we are awaiting a decision on topics before classifying further.
- TR has declared he is a co-author on an opinion based paper entitled 'DeCIDE and PARADIGM: nails in the coffin of induction chemotherapy in head and neck squamous cell carcinoma?' This interest was categorised as personal non-pecuniary and we are awaiting a decision on topics before classifying further.
- MC has declared that she is the clinical lead for George Thomas Hospice, funding from the Big Lottery Fund. This interest was categorised as non-personal pecuniary, non-specific meaning that MC can participate in discussion of all guideline topics, as it is not specific to the content of the guideline.
- MC has declared that she is a member of RCP, Association of Palliative Medicine and BMA. This interest was categorised as personal non-pecuniary meaning that MC can participate in discussion of all guideline topics, as it is not specific to the content of the guideline.
- MC has declared that she teaches aspects of palliative medicine at Cardiff University (short course, diploma and Masters in Palliative Medicine). This interest was categorised as personal non-pecuniary meaning that MC can participate in discussion of all guideline topics, as it is not specific to the content of the guideline.
- TS has declared that he is the patient representative on the East London Head and Neck Pathway Group. This interest was categorised as personal non-pecuniary meaning that TS can participate in discussion of all guideline topics, as it is not specific to the content of the guideline.
- TS has declared that he is the Vice President of the National Association of Laryngectomy Clubs funded by Macmillan but has no involvement in allocation of funds. This interest was categorised as personal non-pecuniary meaning that TS can participate in discussion of all guideline topics, as it is not specific to the content of the guideline.
- TS has declared that he is the Chairman of the Harrow Laryngectomy Club. This interest was categorised as personal non-pecuniary meaning that TS can participate in discussion of all guideline topics, as it is not specific to the content of the guideline.
- SS has declared that he is the founder member of the Ipswich Head and Neck Cancer Support group funded by Macmillan and private companies. This interest was categorised as personal non-pecuniary meaning that TS can participate in discussion of all guideline topics, as it is not specific to the content of the guideline.
- WW has declared that he has received an honorarium from Lilly for attending an advisory board on moderate memory failure. This interest was categorised as personal pecuniary, non-specific meaning that WW can participate in

discussion of all guideline topics, as it is not specific to the content of the guideline.

- WW has declared that he is PET CT lead and on the clinical management team for BACCHUS trial (Bevacizumab and Combination Chemotherapy in Rectal Cancer until surgery) funded by CRUK. This interest was categorised as non-personal pecuniary, non-specific meaning that WW can participate in discussion of all guideline topics, as it is not specific to the content of the guideline.
- WW has declared that he is co-investigator on a trial of Imaging Radiation Effects with 18F-CHOLINE PET AND MRI: relating early pneumonitis to subsequent fibrosis. This interest was categorised as non-personal pecuniary, non-specific meaning that WW can participate in discussion of all guideline topics, as it is not specific to the content of the guideline.
- WW has declared that he is co-investigator and protocol writer for a trial on Induction TPF therapy for advanced Head and Neck Cancer funded by CRUK. This interest was categorised as non-personal pecuniary, specific and we are awaiting a decision on topics before classifying further.
- WW has declared that he is co-investigator and protocol writer for trial on positron Emission Tomography-Computerised Tomography scan (PET-CT) for the management of patients with pancreatic cancer and suspected pancreatic cancer funded by DoH. This interest was categorised as non-personal pecuniary, non-specific meaning that WW can participate in discussion of all guideline topics, as it is not specific to the content of the guideline.
- WW has declared that he is co-investigator and protocol writer for a trial on PET-CT guided watch and wait policy versus planned neck dissection for the management of locally advanced (N2/N3) nodal metastases in patients with head and neck squamous carcinoma treated with radical chemoradiotherapy (CRT) funded by DoH. This interest was categorised as non-personal pecuniary, specific and we are awaiting a decision on topics before classifying further.
- WW has declared that he is co-investigator and imaging expert for trial on Phase II study to evaluate the toxicity and efficacy of a modified German Paediatric protocol (HD95) in (aged 18-30) patients with Hodgkin's lymphoma funded by CRUK. This interest was categorised as non-personal pecuniary, non-specific meaning that WW can participate in discussion of all guideline topics, as it is not specific to the content of the guideline.
- WW has declared that he is co-investigator, protocol writer and imaging expert for pilot study to determine the correlation between the uptake of the tracers 18F-FDG and 18F-FLT as detected in PET CT and tumour cell proliferation within biopsy specimens in patients with NHL funded by CRUK. This interest was categorised as non-personal pecuniary, non-specific meaning that WW can participate in discussion of all guideline topics, as it is not specific to the content of the guideline.
- WW has declared that he is co-investigator, protocol writer and imaging expert for evaluation of FLT PET CT in predicting response to primary systemic therapy in patients with operable breast cancer funded by Gunner Nielsen Cancer Trust. This interest was categorised as non-personal pecuniary, non-specific meaning that WW can participate in discussion of all guideline topics, as it is not specific to the content of the guideline.
- WW has declared that he has published an article in Clinical Oncology giving an opinion on the recommendations made in the Ontario guidelines on Head and Neck cancer about the use of PET CT. This interest was categorised as

personal non-pecuniary and we are awaiting a decision on topics before classifying further.

- MF has declared that he has received an honorarium from the Society of Clinical Dental technicians (key note speaker). This interest was categorised as personal pecuniary, non-specific meaning that MF can participate in discussion of all guideline topics, as it is not specific to the content of the guideline and longer than 12 months has passed.
- MF has declared that he is a member of the British Society for Prosthodontics Maxillofacial Prosthodontics Group. This interest was categorised as personal non-pecuniary meaning that MF can participate in discussion of all guideline topics, as it is not specific to the content of the guideline.
- MF has declared that he is the Treasurer of the British Society for Prosthodontics (learned society) with no involvement in funding decisions. This interest was categorised as personal non-pecuniary meaning that MF can participate in discussion of all guideline topics, as it is not specific to the content of the guideline.
- MF has declared that he is the author on an opinion based paper making recommendations on how dentists should care for patients following head and neck radiotherapy and when patients should be referred back in to secondary care. This interest was categorised as personal non-pecuniary and we are awaiting a decision on topics before classifying further.
- JT declared that she has received travel expenses from the RCPsych for attending a working group meeting which produced guidelines on the management of gender identity disorder. This interest was categorised as personal pecuniary, non-specific meaning that JT can participate in discussion of all guideline topics, as expenses are not beyond reasonably required.
- JT declared that she has received travel expenses from NCAT for peer review work. This interest was categorised as personal pecuniary, non-specific meaning that JT can participate in discussion of all guideline topics, as expenses are not beyond reasonably required.
- JT declared that she has received travel expenses from NCIN to attend NCIC clinical reference group on head and neck cancer. This interest was categorised as personal pecuniary, non-specific meaning that JT can participate in discussion of all guideline topics, as expenses are not beyond reasonably required.
- LN declared that he has received an honorarium from the RCS for running FRCS examinations. This interest was categorised as personal pecuniary, non-specific meaning that LN can participate in discussion of all guideline topics, as it is not specific to the content of the guideline.
- LN declared that she has received travel expenses and subsistence from the specialty Advisory Committee of the RCS for assessing surgical training. This interest was categorised as personal pecuniary, non-specific meaning that LN can participate in discussion of all guideline topics, as expenses are not beyond reasonably required.
- LN has declared that he is a member of the Council of British Association of Oral and Maxillofacial Surgeons. This interest was categorised as personal non-pecuniary meaning that LN can participate in discussion of all guideline topics, as it is not specific to the content of the guideline.
- LN has declared that he recruited patients into the Head and Neck 5000 trial and LUGOL's-iodine in head and neck squamous cell carcinoma trial (now closed) LIHNSSC Trial. This interest was categorised as non-personal pecuniary and we are awaiting a decision on topics before classifying further.

- SW may receive an honorarium from Oxford GP Training Scheme for providing training to local GPs on ENT. This interest was categorised as personal pecuniary, non-specific meaning that SW can participate in discussion of all guideline topics, as it is not specific to the content of the guideline.
- SW declared that he has received travel expenses from the NCRN for attending a DAHNO committee meeting. This interest was categorised as personal pecuniary, non-specific meaning that SW can participate in discussion of all guideline topics, as expenses are not beyond reasonably required.
- SW has declared that he is working with Oxford University on screening Dastatinib for synergistic effects with existing drugs or drug candidates that have passed clinical phase I/II trials funded by Oxford University. This interest was categorised as non-personal pecuniary, non-specific meaning that SW can participate in discussion of all guideline topics, as it is not specific to the content of the guideline.
- SW has declared that he is local principal investigator for the Head and Neck 5000 trial funded by NCRI. This interest was categorised as non-personal pecuniary, specific and we are awaiting a decision on topics before classifying further.
- SW has declared that he is co-supervisor of a PhD student researching the IGF axis in head and neck cancer. This interest was categorised as non-personal pecuniary, specific and we are awaiting a decision on topics before classifying further.
- SW has declared that he is local principal investigator for a trial investigating the use of molecular biomarkers in selecting the management of individual patients with oropharyngeal and laryngeal cancer (local administrator). This interest was categorised as non-personal pecuniary, specific and we are awaiting a decision on topics before classifying further.
- SW has declared that he is the Chair of Heads Up charity board (funds research at the University of Oxford on head and neck cancer). This interest was categorised as personal non-pecuniary meaning that LN can participate in discussion of all guideline topics, as it is not specific to the content of the guideline.
- SW has declared that he has had confidential discussions with Norgine Ltd. providing advice on something they were developing. No fee received and no further involvement. This interest was categorised as personal non-pecuniary and we are awaiting a decision on topics before classifying further.
- VP has declared that he has received an honorarium from Merck for a symposium on swallowing outcomes after radiation therapy. This interest was categorised as personal pecuniary, specific and we are awaiting a decision on topics before classifying further.
- VP declared that he has received travel expenses and subsistence from Olympus KeyMed for speaking on narrow band imaging at the Portsmouth Laryngopharyngeal Laser Course. This interest was categorised as personal pecuniary, non-specific meaning that VP can participate in discussion of all guideline topics, as expenses are not beyond reasonably required.
- VP declared that he has received travel expenses from DP Medical for teaching a course on trans nasal oesophagoscopy. This interest was categorised as personal pecuniary, non-specific meaning that VP can participate in discussion of all guideline topics, as expenses are not beyond reasonably required.
- VP declared that he has received travel expenses from RSM for attending a meeting on trans oral robotic surgery. This interest was categorised as

personal pecuniary, non-specific meaning that VP can participate in discussion of all guideline topics, as expenses are not beyond reasonably required.

- VP declared that he is the course organiser for Newcastle Head and Neck course. Dinner supported by Cooper Surgical. This interest was categorised as non-personal pecuniary, non-specific meaning that VP can participate in discussion of all guideline topics, as it is not specific to the content of the guideline.
- VP has declared that he is chief investigator (involved in designing the trial protocol) for the TUBE trial (a feasibility randomised controlled trial of pre-treatment gastronomy tube versus oral feeding plus as-needed nasogastric tube feeding in patients undergoing chemoradiation for head and neck cancer) funded by NIHR. This interest was categorised as non-personal pecuniary, specific and we are awaiting a decision on topics before classifying further.
- VP has declared that he is principal investigator for the PET NECK trial (neck dissection versus PET scan in managing neck metastases), local administrator of the trial, funded by NIHR. This interest was categorised as non-personal pecuniary, specific and we are awaiting a decision on topics before classifying further.
- VP has declared that he is principal investigator for the Head and Neck 5000 trial, responsible for administering the trial locally, funded by NCRI. This interest was categorised as non-personal pecuniary, specific and we are awaiting a decision on topics before classifying further.
- VP declared that he is responsible for the Newcastle upon Tyne Hospital NHS charity TN005 fund which supports research in head and neck cancer at the unit. He authorises what the funds are spent on (only research related) and funds are generated from donations and fundraising (no contributions from the healthcare industry). This interest was categorised as non-personal pecuniary, non-specific meaning that VP can participate in discussion of all guideline topics, as it is not specific to the content of the guideline.
- VP has declared that he is advisor to the Throat Cancer Foundation. This interest was categorised as personal non-pecuniary meaning that VP can participate in discussion of all guideline topics, as it is not specific to the content of the guideline.
- VP has declared that he is setting up a trial on a tissue glue (Tisseel produced by Baxter) but is receiving no payment. This interest was categorised as personal non-pecuniary meaning that VP can participate in discussion of all guideline topics, as it is not specific to the content of the guideline.
- VP has declared that he is working with Olympus KeyMed VP working on a new prototype instrument for endoscopic resections for cancers of the larynx. This is currently in the development phase and a filing for a patent is currently in the progress. No payment has been received. This interest was categorised as personal non-pecuniary meaning that VP can participate in discussion of all guideline topics, as it is not specific to the content of the guideline.

The following new interests were declared at the meeting.

- LC declared that she is on the NSAG group representing radiotherapy. This interest was categorised as personal non-pecuniary meaning that LC can participate in discussion of all guideline topics, as it is not specific to the content of the guideline.

- BT declared that she did a systematic review on nutrition for another guideline (COSA) in 2012. She gets occasional requests to review new papers to keep the guideline up to date. This interest was categorised as personal non-pecuniary meaning that BT can participate in discussion of all guideline topics, as BT carries out systematic review of the literature rather than forming 'opinions' on the data.

The GDG were reminded that if they take on any new interests, these must be declared to the NCC-C as soon as they happen so that the necessary action can be taken.

3. Discussions

The GDG were given presentations on:

- Introduction to NICE & NCC-C
- An overview of the guideline development process
- Time table for guideline development
- Patient & carer involvement in guideline development
- Guideline methodology development
- Health Economics in NICE guidelines

The GDG discussed the guideline scope and the topics that will be investigated. The group then drafted and agreed a PICO question for topics A, B, C1-3, D, K2, L, M, N, O, P, Q1-2.

The GDG discussed topics which were potential priorities for economic investigation.

4. Close of meeting

MR thanked the GDG for their input to the meeting, reminded them that the next meeting would be on **Tuesday 28th January 2014**, starting at 10.30 in the Dee 2 Room, NICE Offices, Manchester and closed the meeting.