

NATIONAL COLLABORATING CENTRE FOR CANCER (NCC-C)

Cancer of the upper aerodigestive tract (CUADT)

Third Guideline Development Group (GDG) meeting

26th March 2014

Board Room, NCC-C Office, Cardiff

GROUP MEMBERSHIP & ACTION LIST

GDG Members	
Dr Martin Robinson (MR)	Dr Tom Roques (TR)
Dr Cyrus Kerawala (CK)	Anthony (Tony) Smith (TS)
Dr Shreerang Bhide (SB)	Stephen Spraggett (SS)
Dr Margred Capel (MC)	Bella Talwar (BT)
Leah Cox (LC)	Jane Thornton (JT)
Prof Michael Fenlon (MF)	Mr Stuart Winter (SW)
Mr Lawrence Newman (LN) (<i>arrived during agenda item 3</i>)	Dr Wai Lup Wong (WW)
Sarah Orr (SO) (<i>left during agenda item 6</i>)	Dr Julia Woolgar (JW)
Mr Vinidh Paleri (VP)	
NCC-C staff	
Sabine Berendse (SB) (<i>left after agenda item 3</i>)	Vicky Kelly (VK)
Dr Nathan Bromham (NB)	Matthew Prettyjohns (MP) (<i>during agenda item 6 only</i>)
Dr Andrew Champion (AC)	Victoria Titshall (VT)
Dr David Jarrom (DJ)	
NICE staff	
Katie Perryman Ford (KPF)	
Apologies	
Dr John Graham (JG)	

REPORTS OF DISCUSSIONS AT THE MEETING

1. Introductions

MR welcomed everyone to the 3rd meeting of the CUADT GDG.

Apologies for absence were received from Dr John Graham (NCC-C Centre Director).

MR welcomed Sabine Berendse (an information specialist at the NCC-C who is searching a number of topics following the departure of Delyth Morris), Matthew Prettyjohns (senior health economist at the NCC-C who is covering for VK), and Margaret Ghلامي (NICE coordinator covering for KPF).

2. Declarations of Interest

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

- TR declared that he is co-investigator for the DARS trial - dysphagia optimized intensity modulated radiotherapy (do-IMRT) versus standard IMRT

in head and neck cancer. Grant application submitted to CRUK. This interest was categorised as non-personal pecuniary, specific but that CK can participate in discussion on all guideline topics as the trial is not funded by the healthcare industry.

- TR declared that he is radiotherapy advisor to the De-escalate study (comparing different therapies in combination with RT in HPV+ oropharyngeal cancer. Funded by CRUK. This interest was categorised as non-personal pecuniary, specific but that CK can participate in discussion on all guideline topics as the trial is not funded by the healthcare industry.
- LC declared that she is involved in piloting, trialling and analysing a patient questionnaire about radiotherapy for patients with head and neck cancer. No funding. No payment received. This interest was categorised as personal non-pecuniary meaning that LC can participate in discussion on all guideline topics as not specific.

No new declarations of interest were declared.

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 review protocols for topics B, C3, D1, D2, E, F, G, H, K2, K3 & M were agreed.

The GDG reviewed the clinical evidence for topic P and drafted recommendations and LETR.

The GDG discussed topics which were potential priorities for economic investigation and agreed topic D1 was a priority. The GDG will decide between topics F and M at the next meeting for the final topic to be modelled.

4. Close of meeting

MR thanked the GDG for their input to the meeting, reminded them that the next meeting would be on **Monday 12th May 2014**, starting at 10.45 in the Board Room, NCC-C, Cardiff and closed the meeting.