

# NATIONAL COLLABORATING CENTRE FOR CANCER (NCC-C)

## Cancer of the upper aerodigestive tract (CUADT)

### Fourth Guideline Development Group (GDG) meeting

12<sup>th</sup> May 2014

Board Room, NCC-C Office, Cardiff

#### GROUP MEMBERSHIP & ACTION LIST

GDG Members	
Dr Martin Robinson (MR)	Sarah Orr (SO)
Dr Cyrus Kerawala (CK)	Dr Tom Roques (TR)
Dr Shreerang Bhide (SB)	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) ( <i>arrived during agenda item 3</i> )
NCC-C staff	
Dr Nathan Bromham (NB)	Vicky Kelly (VK)
Elise Hasler (SB) (left after agenda item 7)	Matthew Prettyjohns (MP) (during agenda item 5 only)
Jennifer Hilgart (JH) (left after agenda item 4)	Victoria Titshall (VT)
Dr David Jarrom (DJ)	
NICE staff	
Katie Perryman Ford (KPF)	Catharine Baden-Daintree (CBD)
Apologies	
Dr Andrew Champion (AC)	Dr Wai Lup Wong (WW)
Dr John Graham (JG)	Dr Julia Woolgar (JW)
Mr Vinidh Paleri (VP)	

## REPORTS OF DISCUSSIONS AT THE MEETING

### 1. Introductions

MR welcomed everyone to the 4<sup>th</sup> meeting of the CUADT GDG.

Apologies for absence were received from Dr John Graham (NCC-C Centre Director), Dr Andrew Champion (NCC-C Centre Manager), Mr Vin Paleri, Dr Wai Lup Wong and Dr Julia Woolgar.

MR welcomed Elise Hasler (an information specialist at the NCC-C who is searching a number of topics following the departure of Delyth Morris), Jennifer Hilgart (a reviewer at the NCC-C who has reviewed topic A) and Catharine Baden-Daintree (NICE senior medical editor working on this guideline).

### 2. Declarations of Interest

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

- CK declared that he is principle investigator for PANDORA trial (Point-of-care Analysis by Non-invasive Dielectrophoresis for ORAL cancer diagnosis) looking at electrophoresis of brush samples in diagnosis of oral cavity malignancy. Funded by NHIR. This interest was categorised as non-personal pecuniary, non-specific meaning that CK can participate in discussion on all guideline topics as it is funded by a charity and the trial is not specific to the content of the guideline.
- BT declared that she carried out a systematic review and is the primary author of the nutrition chapter in the BAHNO guidelines. No payment received. This interest was categorised as personal non-pecuniary meaning that BT can participate in discussion on all guideline topics as conclusions of the guideline were based on a review of the published evidence.
- BT declared that she is a member of a guideline development group for COSA. No payment received. This interest was categorised as personal non-pecuniary meaning that BT can participate in discussion on all guideline topics as conclusions of the guideline are based on a review of the published evidence.
- JW declared that the previous declaration made (plans to be pathologist for A Phase III, Open-label, Randomized, Multi-centre Study of the Effects of Leukocyte Interleukin, Injection [Multikine] Plus Standard of Care in Subjects With Advanced Primary Squamous Cell Carcinoma of the Oral Cavity / Soft Palate Versus Standard of Care Only) is no longer valid as JW did not begin work on the trial.
- MF declared that he holds shares in Victrex (manufacturer of polyaryletherketones used in industries such as automotive, aerospace and some denture applications). This interest was categorised as personal pecuniary, non-specific meaning that MF can participate in discussion on all guideline topics.
- LC declared that she is the radiotherapy representative on the NSAG for Wales head and neck cancer group. 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 NICE editor for this guideline gave a presentation to the GDG on how to word recommendations and how the editor supports the development of the guideline.

The review protocols for topics I, J, N, O1, O2, Q1 & Q2 were agreed.

The GDG reviewed the draft recommendations and LETR for topic P.

The GDG reviewed the clinical evidence for topics A & L and drafted recommendations and LETR.

The GDG discussed topics which were potential priorities for economic investigation and agreed topic F was a priority.

### **4. Close of meeting**

MR thanked the GDG for their input to the meeting, reminded them that the next meeting would be on **Wednesday 9<sup>th</sup> July 2014**, starting at 10.45 in the Board Room, NCC-C, Cardiff and closed the meeting.