

NATIONAL COLLABORATING CENTRE FOR CANCER (NCC-C)

Cancer of the upper aerodigestive tract (CUADT)

Second Guideline Development Group (GDG) meeting

28th January 2014

Dee 2 Room, NICE Offices, Manchester

GROUP MEMBERSHIP & ACTION LIST

GDG Members	
Dr Martin Robinson (MR)	Dr Tom Roques (TR) (<i>arrived during agenda item 1</i>)
Dr Cyrus Kerawala (CK) (<i>arrived during agenda item 1</i>)	Anthony (Tony) Smith (TS)
Dr Shreerang Bhide (SB) (<i>arrived during agenda item 2</i>)	Stephen Spraggett (SS)
Dr Margred Capel (MC)	Bella Talwar (BT)
Leah Cox (LC)	Jane Thornton (JT)
Prof Michael Fenlon (MF)	Mr Stuart Winter (SW) (<i>arrived during agenda item 1</i>)
Mr Lawrence Newman (LN)	Dr Wai Lup Wong (WW) (<i>arrived during agenda item 2</i>) (<i>left during agenda item 9</i>)
Sarah Orr (SO) (<i>left during agenda item 9</i>)	Dr Julia Woolgar (JW) (<i>left during agenda item 9</i>)
Mr Vinidh Paleri (VP)	
NCC-C staff	
Dr Nathan Bromham (NB)	Matthew Prettyjohns (MP)
Dr David Jarrom (DJ)	Victoria Titshall (VT)
Delyth Morris (DM)	
NICE staff	
Margaret Ghلامي (MG)	
Apologies	
Dr John Graham (JG)	Katie Perryman Ford (KPF)
Vicky Kelly (VK)	

REPORTS OF DISCUSSIONS AT THE MEETING

1. Introductions

MR welcomed everyone to the 2nd meeting of the CUADT GDG.

Apologies for absence were received from Dr John Graham (NCC-C Centre Director), Vicky Kelly (NCC-C health economist) and Katie Perryman Ford (NICE commissioning manager).

MR welcomed Tor Titshall (the project manager for this guideline), Matthey 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:

- MC declared that she is to take part in a telephone interview about integrated palliative care for patients with advanced cancer and chronic disease with pan-European research. No financial payment was received. 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 CUADT.

The following new interests were declared at the meeting.

- SO declared that she has received travel expenses and conference fees from Eusa Pharma to attend the European Congress on Head and Neck Oncology in April. This interest was categorised as personal pecuniary, non-specific meaning that SO can participate in discussion of all guideline topics, as expenses are not beyond reasonably required.
- SO declared that she is taking part in CADIAS (Cancer diagnosis in the acute setting) patient interviews for research into lung and colorectal cancer, funded by DoH. This interest was categorised as non-personal pecuniary, non-specific meaning that SO can participate in discussion of all guideline topics, as it is not specific to CUADT.

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 GRADE
- Prioritising health economic priorities

The review protocols for topics A, C1, C2, P, L were agreed.

The GDG agreed a PICO question and table for topics E, F, G, H, I J, K2, K3.

The GDG agreed topic K1 could be deleted.

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 **Wednesday 26th March 2014**, starting at 10.45 in the Board Room, NCC-C, Cardiff and closed the meeting.