

NATIONAL COLLABORATING CENTRE FOR CANCER (NCC-C)

Cancer of the upper aerodigestive tract (CUADT)

Seventh Guideline Development Group (GDG) meeting

29th - 30th October 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) (day 1 and arrived during agenda item 1 on day 2)
Dr Margred Capel (MC) (<i>absent during agenda item 5 -7 on day 1</i>)	Bella Talwar (BT)
Leah Cox (LC)	Selvam Thavaraj (ST)
Prof Michael Fenlon (MF)	Jane Thornton (JT) (<i>day 1 only</i>) (<i>left after agenda item 6 on day 1</i>)
Mr Lawrence Newman (LN)	Mr Stuart Winter (SW)
Sarah Orr (SO)	Dr Wai Lup Wong (WW) (<i>absent during agenda item 6 -7 on day 1</i>)
Mr Vinidh Paleri (VP)	
NCC-C staff	
Dr Nathan Bromham (NB) (<i>absent during agenda item 7 on day 1</i>)	Matthew Prettyjohns (MP) (<i>absent during agenda item 4 -7 on day 1</i>)
Dr Andrew Champion (AC) (<i>left after agenda item 1 on day 2</i>)	Victoria Titshall (VT)
Dr David Jarrom (DJ)	
NICE staff	
Katie Perryman Ford (KPF) (<i>day 1 only</i>)	Louisa Regan (LR) (<i>day 2 only, arrived during agenda item 1 and left after agenda item 3</i>)
Apologies	
Dr John Graham (JG)	

REPORTS OF DISCUSSIONS AT THE MEETING

1. Introductions

MR welcomed everyone to the 7th meeting of the CUADT GDG.

Apologies for absence were received from Dr John Graham (NCC-C Centre Director), and Jane Thornton for day 2.

2. Declarations of Interest

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 GDG reviewed the draft recommendations and LETR for topics E & M.

The GDG reviewed the amendments made by the NICE editor to the previously drafted recommendations.

The GDG reviewed the clinical evidence for topics C1, H, J, K2 & amended clinical evidence for K3, and drafted recommendations and LETR.

The GDG reviewed the clinical evidence for topics D1, MP presented the results of the health economic model and the GDG drafted recommendations and LETR.

The GDG received a presentation from the NICE implementation team.

4. Close of meeting

MR thanked the GDG for their input to the meeting, reminded them that the next meeting would be on **Thursday 11th December 2014**, starting at 10.45 in the Bollin Room, NICE Offices, Manchester and closed the meeting.