

# NATIONAL COLLABORATING CENTRE FOR CANCER (NCC-C)

## Cancer of the upper aerodigestive tract (CUADT)

### Ninth Guideline Development Group (GDG) meeting

22<sup>nd</sup> – 23<sup>rd</sup> January 2015

Board Room, NCC-C Office, Cardiff

### GROUP MEMBERSHIP & ACTION LIST

<b>GDG Members</b>	
Dr Martin Robinson (MR)	Dr Tom Roques (TR)
Mr Cyrus Kerawala (CK)	Anthony (Tony ) Smith (TS)
Dr Shreerang Bhide (SB)	Stephen Spraggett (SS)
Dr Margred Capel (MC)	Bella Talwar (BT)
Leah Cox (LC)	Selvam Thavaraj (ST)
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)	
<b>NCC-C staff</b>	
Dr Nathan Bromham (NB)	Dr David Jarrom (DJ)
Dr Andrew Champion (AC)	Matthew Prettyjohns (MP)
Dr John Graham (JG) (left after agenda item 4).	Victoria Titshall (VT)
<b>NICE staff</b>	
Katie Perryman Ford (KPF)	
<b>Apologies</b>	
Dr Andrew Champion (AC) (day 2 only)	Dr Wai Lup Wong (WW) (day 2 only)
Dr John Graham (JG) (day 1 only and left after agenda item 4).	Dr Margred Capel (MC) (day 2 only)

## REPORTS OF DISCUSSIONS AT THE MEETING

### 1. Introductions

MR welcomed everyone to the 9<sup>th</sup> meeting of the CUADT GDG.

#### Day 1

Andy Champion

#### Day 2

Dr John Graham

Wai Lup Wong

Margred Capel

### 2. Declarations of Interest

- SW declared a new interest – he has been accepted to be recognised as a Macmillan Cancer Consultant. This gives SW a title, gives him access to resources, but no payment is received and as yet has not been asked to do anything. This interest was categorised as personal non-pecuniary meaning that SW can participate in discussion on all guideline topic as the interest is

non-specific to the guideline. SW advised to notify NCC-C if Macmillan ask him to do anything so the interest can be categorised on a case by case basis.

- SO declared that she received travel and subsistence expenses as well as conference fees from Macmillan to attend the UKONS conference in November. 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.

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**

MP presented the updated health economic model for topic D1.

The GDG were reminded of NICE's publications policy.

The GDG reviewed the clinical and economic evidence for topic Q2 and drafted recommendations and LETR.

The GDG reviewed the clinical evidence for topic O2 and drafted recommendations and LETR.

NB presented the clinical evidence and MP presented the first draft of the health economic model for topic F.

The GDG reviewed the draft recommendations and LETR for topics C1, K2, K3, O1 & Q1.

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

MR thanked the GDG for their input to the meeting, reminded them that the next meeting would be on **Tuesday 17<sup>th</sup> March 2015**, starting at 10.45 in the Board Room, NCC-C Offices, Cardiff and closed the meeting.