

Diagnosis and management of headaches in young people and adults

National Clinical Guideline Centre

2nd Guideline Development Group Meeting

Date and Time: **21st January 2011 10:00 – 16:00**

Place: *NCGC, 180 Great Portland Street, London*

GDG Present: Martin Underwood (Chair) (MU)
Ria Bhola (RB)
Sam Chong (SCh)
Brendan Davies (BD)
Mark Dunne-Willows (MD)
Carole Gavin (CG)
Devina Halsall (DH)
Kay Kennis (KK)
Manjit Matharu (MM)
Peter May (PM)
Wendy Thomas (WT)
William Whitehouse (WW)

NCGC Present: Serena Carville (SC)
Zahra Naqvi (ZN)
Julie Neilson (JN)
Norma O'Flynn (NOF)
Smita Padhi (SP)
Tim Reason (TR)
Carlos Sharpin (CS)
Hati Zorba (HZ)

Present for agenda items 1-4 only

In attendance:

NICE Staff:
Sarah Dunsdon (SD)

Observers:
Caroline Blaine NCGC
Sara Buckner NCGC
Elisabetta Fenu NCGC
Kate Kelly NCGC
Richard Whittome NCGC

Minutes

1. **Introductions and apologies.** Martin Underwood (MU) welcomed everyone to the meeting and noted apologies for David Kernick.
The minutes were agreed as an accurate reflection of the meeting. No matters arising.
All were reminded to update their declarations of interest if any changes had occurred since meeting one.
2. **Searching and appraising the literature.** CS gave a presentation on searching and appraising the literature.
3. **GRADE.** JN gave a presentation on Grading of Recommendations Assessment, Development and Evaluation (GRADE) and how it is used in guideline development.
4. **Review of clinical questions.** SC presented the protocols for clinical questions 5 and 6 (acute and prophylactic treatment of primary headache) and the GDG discussed and agreed these protocols. DH and SCh agreed to assist in finalising the treatment list for these questions.
5. **Introducing the economic plan.** TR gave a presentation on the economic plan for the headaches guideline. The GDG discussed and agreed the economic priorities for this guideline. SCh, BD, MM and RB agreed to participate in the economic subgroup.
6. **How to write a recommendation & Linking evidence to recommendations.** NoF gave a presentation highlighting the important things to consider in wording NICE recommendations and how to link evidence to recommendations.
7. **Diagnostic features of primary headache.** SC presented the draft algorithms and recommendations for diagnostic criteria of primary headache. The GDG discussed amendments to these and it was agreed these would be circulated to finalise.
8. **Characteristics signifying further investigation required.** The GDG discussed this question to be finalised at a latter meeting.
9. **Any other business.** GDG members were informed that they should review the remaining protocols prior to the next GDG meeting. They were reminded to return DOI forms and travel expense claims to SC or HZ.

Date, time and venue of the next meeting

Friday 25th February 2011, 10:00–16:00, National Clinical Guidelines Centre, 180 Great Portland Street, London