

Maternal and Child Nutrition
Meeting 1
Date: 25th January 2022

Location: Via Zoom

Minutes: FINAL

Committee members present:	
Sarah Jefferies	Present for items 1 – 11
Kate Maslin	Present for items 1 – 11
Rachel Pryke	Present for items 1 – 11
Charlotte Wright	Present for items 1 – 11
Samantha Ross	Present for items 1 – 11
Amber Marshall	Present for items 1 – 11
Amanda Avery	Present for items 1 – 11
Shereen Fisher	Present for items 1 – 11
Vicky Sibson	Present for items 1 – 11
Anita Kambo	Present for items 1 – 11

In attendance:		
Lisa Boardman	NGA Guideline Lead	Present for items 1 – 11
Eva Gonzalez	NGA Senior Systematic Reviewer	Present for items 1 – 11
Sharandeep Bhogal	NGA Systematic Reviewer	Present for items 1 – 11
Beverly Sullivan	NGA Project Manager	Present for items 1 – 11
Shalmali Deshpande	NGA Systematic Reviewer	Present for items 1 – 11
Ifigeneia Mavranouzouli	NGA Senior Health Economist	Present for items 1 – 2, 5 - 11
Emma Clegg	NGA Information Scientist	Present for items 1 - 11
Georgina Winney	NGA Business Admin	Present for items 1 - 2
Victoria Axe	NICE Commissioning Manager	Present for items 1 – 6, 10 - 11
Sarah Scott	NICE Public Involvement Adviser	Present for items 1 – 5

Apologies:	
Charlie Fairhurst	NGA Health Economist

1. Welcome
The Chair welcomed the Committee members and attendees to the 1 st Guideline Committee meeting on Maternal and Child Nutrition. The Chair outlined the etiquette and housekeeping protocols expected at the meeting.
2. Introductions of attendees and apologies
The Chair invited each of the attendees to give a short explanation of their name, job title and their experience which they will bring to the guideline.
3. Introduction to NICE Guidelines
Vicky Axe provided a presentation about NICE guidelines
4. Developing the Guideline
Lisa Boardman explained the guideline timetable/project plan and the roles and responsibilities of the NGA project team.
5. Introduction to NICE Public Involvement Programme
Sarah Scott provided a presentation detailing the role of NICE in the public involvement process.
6. Declarations of interest
Lisa Boardman reiterated the importance of the NICE Declarations of interest policy and reminded the committee of the Register of interests that had been recently compiled and circulated and asked everyone to verbally declare any new interests. No new interests were declared.
7. Guideline Scope for Maternal and Child Nutrition
Kate Maslin the Topic Advisor gave an overview of the scope and rationale.
8. Introduction to review questions and the use of protocols
Eva Gonzalez explained the different types of questions and approaches to protocols which are considered when reviewing the evidence.
9. Review Questions
Eva Gonzalez explained the final scope and the draft review questions which required ratification by the committee at the meeting. There was some discussion around how we should deal with questions which required the committee to look for evidence about the various approaches and interventions to increase the update of government advice.

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10. Agree Protocol for draft review questions 1.2 and 1.4
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Eva Gonzalez discussed the protocol for review question 1.2 - Optimum folic acid dose before and during the first 12 weeks of pregnancy for women with overweight or obesity. This protocol was discussed at length by the committee. The protocol 1.4 relating to Vitamin D dosage was to be discussed at a future GC meeting.

11. Any other Business

There was no other business to discuss.

Location of next meeting: Via Zoom