

Chronic obstructive pulmonary disorder (COPD) Committee meeting

Date: 03/05/2017

Location: Manchester

Minutes: Approved

Committee members present:	
Damien Longson (Chair)	Present for notes 1 – 9
Katy Beckford	Present for notes 1 – 9
Lauren Hogg	Present for notes 1 – 9
Sarah MacFadyen	Present for notes 1 – 9
Andrew Molyneux	Present for notes 1 – 9
Karen O'Hara	Present for notes 1 – 9
Tony Perkins	Present for notes 1 – 9
Luisa Pettigrew	Present for notes 1 – 9
Louise Restrict	Present for notes 1 – 9
Ravijyot Saggu	Present for notes 1 – 9
Chris Warburton	Present for notes 1 – 9

In attendance:		
Jemma Deane	Information Specialist - NICE	Present for notes 1 – 9
Jackie Durkin	Administrator - NICE	Present for notes 1 – 9
Rupert Franklin	Senior Commissioning Manager - NICE	Present for notes 1 – 9
Chris Gibbons	Health Economist - NICE	Present for notes 1 – 9
Leslie Hayes	Business Analyst - NICE	Present for notes 1 – 9
Marie Harrisingh	Technical Analyst - NICE	Present for notes 1 – 9
Rebecca Parsons	Project Manager - NICE	Present for notes 1 – 9
Joshua Pink	Technical Advisor - NICE	Present for notes 1 – 9
Susan Spiers	Associate Director - NICE	Present for notes 1 – 9
Erin Whittingham	Public Involvement Advisor - NICE	Present for notes 1 – 9

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Apologies:	
Jane Hutton	Committee member
Karen Sennett	Committee member

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the first meeting on chronic obstructive pulmonary disorder (COPD).

The Chair informed the Committee that apologies had been received. These are noted above.

The Chair outlined the objectives of the meeting, which included learning about the guideline updating process and the role of different staff members and developing the review protocols for the update.

Introductions

The Chair welcomed all to the first meeting and asked all to introduce themselves.

2. Confirmation of matter under discussion, and declarations of interest

The Chair confirmed that, for the purpose of managing conflicts of interest, the matter under discussion was COPD.

The Chair asked everyone to verbally declare any interests.

The Chair and a senior member of the Developer's team noted that the interests declared did not prevent the attendees from fully participating in the meeting.

3. Presentations

The Chair gave a short presentation on the role of the Chair, the composition of the Committee and the Terms of Reference.

The Chair introduced Erin Whittingham, Public Involvement Advisor, who gave a presentation on the role of the Public Involvement Team and how they support patients, carers, family members and patient/carer organisations to ensure that patient and carer views are represented in NICE guidance.

The Chair introduced Rebecca Parsons, project manager and Jackie Durkin, administrator who gave a presentation on the role of the project team in developing guidance and supporting the Committee members.

The Chair introduced Jemma Deane, Information Specialist, who talked about her role in guidance development with included how research papers are identified to be

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used in systematic reviewing.

The Chair introduced Chris Gibbons, Health Economist and Marie Harrisingh, Technical Analyst, who gave a presentation about guideline development and systematic reviews; asking/answering review questions; formulating review protocols and health economics in guideline development. The Committee members were given opportunities to ask questions.

The Committee thanked all NICE staff for their presentations.

5. Review Protocols

The Committee discussed draft review protocols and were given the opportunity to ask questions and make changes.

6. Health Economics

The Committee discussed which review questions would need health economic modelling and prioritised these.

7. Presentations

The Chair introduced Rupert Franklin, Senior Guideline Commissioning Manager, who gave a presentation on the role of the Commissioning team in guideline development.

The Chair thanked Rupert for the presentation.

8. Any Other Business

There were no items for AOB.

9. Next steps

The Chair informed the Committee that COPD meeting 2 would be on 7 June 2017 where members would continue discussing the review protocols and the systematic review for question one would be presented.

Date of next meeting: 07/06/2017

Location of next meeting: Manchester, NICE offices