

4.0.03 DOC Cmte minutes

Lung cancer Committee meeting

Date: 30/10/2017

Location: NICE offices Manchester

Minutes: Final



Committee members present:	
Gary McVeigh (GM) (Chair)	Present for all
Elaine Borg (EB)	Present for all
Lynn Campbell (LC)	Present for all
Sujal Desai (SD)	Present for all
Jesme Fox (JF)	Present for all
Tom Haswell (TH)	Present for all
Sue Maughn (SM)	Present for all
Andrea McIver (AM)	Present for all
Neal Navani (NN)	Present for all
Marco Scarci (MS)	Present for all
Rhiannon Walters-Davies (RW)	Present for all
Nigel Westwood (NW)	Present for all
Clifford Wyn Jones (CW)	Present for all

In attendance:		
Jackie Durkin (JD)	NICE - Administrator	Present for items 1-4
Rupert Franklin (RF)	NICE - Commissioning Manager	Present for all
Wesley Hubbard (WH)	NICE - Information Specialist	Present for all
Ross McConachie (RM)	NICE - Technical Advisor Health Economics	Present for all
Toby Mercer (TM)	NICE - Technical Analyst	Present for all
Caroline Mulvihill (CM)	NICE - Technical Advisor	Present for all
Vonda Murray (VM)	NICE – Project Manager	Present for all

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Erin Whitingham (EW)	NICE - Public Involvement Advisor	Present for items 1-4
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Observers:		
Rachael Glick NICE - Search Analyst		Up to lunch time
Charlotte Rawstrone NICE - Assistant Technical Analyst		Present for all
Jennifer Mudd NICE - Coordinator - Central leadership		Present for all
Gareth Murphy NICE - Business Analyst		Present for all
Anita Sangha NICE - Assistant Technical Analyst		Present for all

Apologies:		
Marco Scarci	Committee member	
Sue Spiers	NICE – Associate Director	

<p>Item 1</p> <ul style="list-style-type: none"> • Introductions and committee working • Guideline committee composition • NICE team composition • Role of the chair • Terms of reference
<p>Item 1</p> <p>The Chair welcomed the Committee members, attendees and observers to the 1st meeting on lung cancer.</p> <p>The Chair invited the committee members and NICE staff to introduce themselves. The Chair outlined the objectives of the meeting, which included:</p> <p>Reviewing the;</p> <ul style="list-style-type: none"> • Scope • Review protocols • Health economics priority setting <p>learning more about;</p>

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- Role of the committee
- Public involvement programme
- Commissioning
- Project management
- Information services
- Guideline development

The Chair gave a presentation highlighting the importance and potential impact of the guideline. The wider presentation introduced the guideline committee to; the role of Chair and the committee, and an overview of the process of guideline development.

The DOI register was made available to the Chair, and committee. The Chair reviewed the DOI register, a number of new declarations were made, and these are noted below. The DOI's were considered by the Chair, no conflict of interest was identified for the meeting, and all committee members were eligible to attend the committee meeting and contribute to the discussions.

Attendee	Declaration	Action
Elaine Borg	Attended lung cancer master class AstraZeneca	Declare and participate
Lynn Campbell	Payment from Pfizer for delivering a presentation: 'Presentation of first-line Crizotinib data' Feb 2017	Declare and participate
Sujal Desai	Invited to attend a meeting in November by Pfizer, for the launch of their antifungal drug Isavuconazole. Will be paid an honorium and travel costs	Declare and participate
Sujal Desai	DMC Radiology Reporting Ltd partner. The company does not provide any imaging services. Provides outsourcing teleradiology for the NHS and private sector.	Declare and participate
Sujal Desai	In 2017, taught courses/workshops in Hong Kong and Beijing for IDKD (International Diagnostic Course Davos). Topics covered: interstitial lung diseases, ii) airways diseases	Declare and participate

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	and iii) mediastinal and hilar disorders.	
Jesme Fox	Medical Director of Roy Castle Lung Cancer Foundation. The organisation receives grants from pharmaceutical companies as part of its core funding but that does not exceed 6% of their income	Declare and participate
Jesme Fox	Presented at a number of conferences and participated in several advisory boards, organised by pharmaceutical companies. Honorarium paid to employer.	Declare and participate
Tom Haswell	Member of Boehringer Ingelheim's International Lung Cancer Patient Advisory Board. BI arrange and pay travel, accommodation and incidental expenses to attend meetings in Germany. A remuneration is paid to Independent Cancer Patients Voice (ICPV), a stakeholder of NICE, and also of which I am a member and trustee.	Declare and participate
Tom Haswell	National Cancer Research Institute (NCRI) – Lung studies group. Attend 2 meetings a year, receives a honorarium.	Declare and participate
Neal Navani	Honoraria received from Astra Zeneca for chairing “Lung Cancer Biopsy Masterclass” March 2017 and global advisory board June 2016	Declare and participate
Neal Navani	Chairing “global advisory board” March 2017, for Astra Zeneca. Travel arranged, no honoraria received	Declare and participate
Neal Navani	Travel and conference registration from MSD to attend World Lung Cancer conference Dec 2016	Declare and participate

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Rhiannon Walters-Davies	Travel and conference paid by Pierre Fabre, for British Thoracic Oncology Group conference	Declare and participate
Rhiannon Walters-Davies	Travel and conference paid by Boehringer, for American Society of Clinical Oncology conference	Declare and participate
Rhiannon Walters-Davies	Travel and conference paid by Ipsen, for British Oncology Pharmacy Association conference	Declare and participate
Clifford Wyn Jones	Framework for Cancer, National GP lead (paid role). An NHS post funded by Macmillan Cancer Support	Declare and participate
Clifford Wyn Jones	RCGP Wales End of Life Care Lead (unpaid)	Declare and participate
Clifford Wyn Jones	Assessor for Palliative (paid) Medicine Diploma – Cardiff University	Declare and participate
Item 2		
<ul style="list-style-type: none"> Public Involvement Programme presentation 		
Item 2		
EW gave a presentation on the Public Involvement Programme and the role and value of lay committee members.		
Item 3		
<ul style="list-style-type: none"> Role of the Guideline Commissioning Manager presentation 		
Item 3		
RF delivered a presentation outlining the role of the NICE Guideline Commissioning Manager. RF also provided a context for the development of clinical guidelines within NICE as a wider organisation, and role of quality assurance in the guideline process.		
Item 4		
Role of the Project Manager, expenses & Dols		
Item 4		
VM presented an outline of the role of the project manager and also reiterated some of the key points relating to declarations of interest. JD provided the committee with some information around claiming for expenses.		
Item 5		
Information Services presentation		

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Item 5 WH provided an overview of how the information services team support the development of the guideline.
Item 6 <ul style="list-style-type: none">• Guideline development<ul style="list-style-type: none">○ Guideline development and systematic reviews○ Asking/answering review questions○ Formulating review protocols○ Health economics in guideline development
Item 6 TM and SM provided an overview of the process of guideline development, who is involved, and the process, and types of evidence review. CM provided guidance on the wording of recommendations RM explained the role of health economics in guideline development
Item 7 <ul style="list-style-type: none">• Health economics: priority setting
Item 7 RM explained the different levels of economic modelling. The committee discussed potential areas of interest for economic modelling and the various advantages and challenges involved in this.
Items 8 & 9 <ul style="list-style-type: none">• Scope summary and review protocols
Items 8 & 9 TM provided an overview of the scope; the aim of the update, the groups that will/will not be covered, and the main outcomes that will be analysed. TM introduced the committee to the process of review protocol development, and went through each of the protocols for the review questions. The committee agreed the objectives for the review question and the population, intervention, comparators and outcomes for the review protocol. Volunteers were sought to support the technical team in developing the evidence review.
Item 10 <ul style="list-style-type: none">• AOB
Item 10 TM asked if a regular slot could be added to the agenda for lay members to ask questions. VM to add a standing item for lay member questions to the agenda
Item 11

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- Summary and next steps

Item 11

The Chair thanked the committee for their time and contribution to the meeting. The venue, date and time of the next meeting was confirmed.

Date of next meeting: 04/12/2017

Location of next meeting: NICE Offices London