

**Specialist neonatal respiratory care for babies born preterm
committee meeting 13**

Date: 12/12/2018

Location: RCOG, London

Minutes: Confirmed

Committee members present:	
Janet Rennie (Chair)	(Present for notes 1 – 9)
Aung Soe (Topic adviser)	(Present for notes 1 – 9)
David Quine	(Present for notes 4 – 9)
Debbie Webster	(Present for notes 1 – 9)
Gillian Kennedy	(Present for notes 1 – 9)
Joanna Goodman	(Present for notes 1 – 9)
Josie Anderson	(Present for notes 1 – 9)
Louise Weaver-Lowe	(Present for notes 1 – 9)
Nazakat Merchant	(Present for notes 1 – 9)
Pramod Mainie	(Present for notes 1 – 9)
Sumiah Al-Azeib	(Present for notes 1 – 9)

In attendance:		
Catrina Charlton	NICE Guideline Commissioning Manager	(Present for notes 1 – 9)
Sarah Palombella	NICE Editor	(Present for notes 1 – 9)
Kate Moring	NICE Resource Impact Assessment Manager	(Present for notes 1 – 9)
Hilary Eadon	NGA Guideline Lead	(Present for notes 1 – 9)
Nathan Bromham	NGA Senior Systematic Reviewer	(Present for notes 1 – 9)
Audrey Tan	NGA Systematic Reviewer	(Present for notes 1 – 9)
Eric Slade	NGA Senior Health Economist	(Present for notes 1 – 9)
Zenette Abrahams	NGA Project Manager	(Present for notes 1 – 9)
Stephen Murphy	NGA Clinical Advisor	(Present for notes 4 – 9)

Apologies:	
Emily Goss	Committee member

1. Welcome and objectives for the meeting

The Chair welcomed the Committee members and attendees to the 13th meeting on Specialist neonatal respiratory care for babies born preterm. The Committee members and attendees introduced themselves.

No members of the public had asked to observe this meeting.

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

The Chair outlined the objectives of the meeting, which included reviewing stakeholder comments, draft revisions to the guideline and responses to stakeholder comments.

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 specialist neonatal respiratory care in preterm babies. There were no new declarations of interest.

3. Minutes of last meeting

The Chair asked the Committee if it wanted any changes made to the minutes of the last meeting. The Committee agreed that the minutes were a true and accurate account of the meeting.

4. Discussion of stakeholder comments

The Chair introduced ZA, NGA Project Manager, who presented a brief overview of stakeholder comments on the draft guideline consultation for information.

The Chair introduced HE, NGA Guideline Lead, who presented the stakeholder comments on the draft guideline consultation by theme to the committee for discussion and review.

The Committee discussed and agreed revisions to be made to the draft recommendations and guideline documents in light of the stakeholder comments, and drafted responses.

5. Lay member forum

The lay members did not raise any matters for discussion or questions in the forum.

6. Publications

HE, NGA Guideline Lead, informed the committee of planned publications.

7. Next steps

ZA, NGA Project Manager, presented the timescales and next steps leading to submission and then publication of the final guideline.

8. Any other business

No other business was discussed.

9. Close of meeting

Thanks were extended to the Chair, committee and NGA team for their contributions.

The Chair closed the meeting.