

NATIONAL COLLABORATING CENTRE FOR CANCER (NCC-C)

Cancer of the upper aerodigestive tract (CUADT)

Eighth Guideline Development Group (GDG) meeting

11th December 2014

Bollin Room, NICE Offices, Manchester

GROUP MEMBERSHIP & ACTION LIST

GDG Members	
Dr Martin Robinson (MR)	Dr Tom Roques (TR) (<i>arrived during agenda item 3</i>)
Dr Cyrus Kerawala (CK)	Anthony (Tony) Smith (TS)
Dr Shreerang Bhide (SB)	Stephen Spraggett (SS)
Dr Margred Capel (MC)	Bella Talwar (BT)
Leah Cox (LC)	Jane Thornton (JT)
Prof Michael Fenlon (MF)	Mr Stuart Winter (SW) (<i>arrived during agenda item 1</i>)
Mr Lawrence Newman (LN)	Dr Wai Lup Wong (WW) (<i>arrived during agenda item 1</i>)
NCC-C staff	
Dr Nathan Bromham (NB)	Dr David Jarrom (DJ)
Dr Andrew Champion (AC)	Matthew Prettyjohns (MP)
Dr John Graham (JG) (<i>left after agenda item 6</i>)	Victoria Titshall (VT)
NICE staff	
Jennifer Wells (JW)	Gareth Haman (GH)
Emilene Coventry (EC) (<i>left during agenda item 4</i>)	
Apologies	
Katie Perryman Ford (KPF)	Mr Vinidh Paleri (VP)
Sarah Orr (SO)	Selvam Thavaraj (ST)

REPORTS OF DISCUSSIONS AT THE MEETING

1. Introductions

MR welcomed everyone to the 8th meeting of the CUADT GDG.

Apologies for absence were received from Katie Perryman Ford, Sarah Orr, Vinidh Paleri and Selvam Thavaraj.

MR welcomed Jennifer Wells (NICE guidelines co-ordinator representing KPF), Gareth Haman (NICE editor taking over from Catharine Baden-Daintree) and Emilene Coventry (NICE editor observing meeting).

2. Declarations of Interest

No new declarations of interest were declared.

The GDG were reminded that if they take on any new interests, these must be declared to the NCC-C as soon as they happen so that the necessary action can be taken.

3. Discussions

MP presented the draft assumptions for the health economic model in topic F.

The GDG reviewed the clinical evidence for topics Q1& O1 and drafted recommendations and LETR.

MP presented the update health economic model for topic D1.

The GDG reviewed the draft recommendations and LETR for topics H & J.

4. Close of meeting

MR thanked the GDG for their input to the meeting, reminded them that the next meeting would be on Wednesday and **Thursday 21st – 22nd January 2015**, starting at 10.45 in the Board Room, NCC-C Office, Cardiff and closed the meeting.