

NATIONAL COLLABORATING CENTRE FOR CANCER (NCC-C)

Cancer of the upper aerodigestive tract (CUADT)

Tenth Guideline Committee (GC) meeting

16th – 17th March 2015

Board Room, NCC-C Office, Cardiff

GROUP MEMBERSHIP & ACTION LIST

GDG Members	
Dr Martin Robinson (MR) (<i>arrived during agenda item 5 Day 1</i>)	Mr Vinidh Paleri (VP)
Mr Cyrus Kerawala (CK)	Dr Tom Roques (TR)
Dr Shreerang Bhide (SB) (<i>Day 2</i>)	Anthony (Tony) Smith (TS)
Dr Margred Capel (MC)	Stephen Spraggett (SS)
Leah Cox (LC)	Bella Talwar (BT)
Prof Michael Fenlon (MF)	Selvam Thavaraj (ST)
Mr Lawrence Newman (LN)	Jane Thornton (JT) (<i>Day 2</i>)
Sarah Orr (SO)	Mr Stuart Winter (SW) (<i>Day 1</i>)
NCC-C staff	
Dr Nathan Bromham (NB)	Dr David Jarrom (DJ)
Dr Andrew Champion (AC) (<i>agenda item 3 on Day 2</i>).	Matthew Prettyjohns (MP)
Dr John Graham (JG) (<i>agenda item 4 on Day 1</i>).	Victoria Titshall (VT)
NICE staff	
Katie Perryman Ford (KPF)	
Other	
Val Jones (VJ) (<i>agenda item 4 on Day 1</i>).	
Apologies	
Dr Andrew Champion (AC) (<i>day 1</i>)	Jane Thornton (JT) (<i>Day 1</i>)
Dr John Graham (JG) (<i>day 2</i>).	Mr Stuart Winter (SW) (<i>Day 2</i>)
	Dr Wai Lup Wong (WW)

REPORTS OF DISCUSSIONS AT THE MEETING

1. Introductions

CK welcomed everyone to the 10th meeting of the CUADT GC. CK chaired Day 1 of the meeting as MR was unable to attend until later on Day 1.

Apologies for absence were received from

Day 1

Shree Bhide

Jane Thornton

Wai Lup Wong

Andy Champion

Day 2

Stuart Winter

Wai Lup Wong

2. Declarations of Interest

- VP declared that he received travel and subsistence expenses from European Head and Neck Society to attend and chair a plenary at the 6th European Congress on Head and Neck Oncology in April 2014. This interest was categorised as personal pecuniary, non-specific meaning that VP can participate in discussion of all guideline topics, as expenses are not beyond reasonably required.
- VP declared that he received travel and subsistence expenses from UCL Mont-Godinne to be keynote speaker on 'the management of the clinically and radiologically negative neck' at the 6th International Symposium on Sentinel Node Biopsy in Head and Neck Cancer in May 2014. This interest was categorised as personal pecuniary, non-specific meaning that VP can participate in discussion of all guideline topics, as expenses are not beyond reasonably required.
- VP declared that he received travel and subsistence expenses from Malaysian Society of Otorhinolaryngologists - Head & Neck Surgeons (MSO-HNS) to be keynote speaker on 'Transoral Surgery for oropharyngeal carcinoma' at the 6th Asia Pacific Otology, Neurotology & Skull Base Conference, 5th Asean Academy of Neuro-Otology & Audiology (AANO) Congress & Asean Rhinology Forum in May 2014. This interest was categorised as personal pecuniary, specific but that VP can participate in discussion of all guideline topics, as expenses are not beyond reasonably required.
- VP declared that he received travel and subsistence expenses from IFHNS and AHNS for attending an invited instructional session on 'Transoral Surgery for oropharyngeal carcinoma: the evidence base' at the 5th World Congress of The International Federation of Head and Neck Oncologic Societies and Annual meeting of the American Head and Neck Society in July 2014. This interest was categorised as personal pecuniary, specific but that VP can participate in discussion of all guideline topics, as expenses are not beyond reasonably required.
- VP declared that he received travel and subsistence expenses from the Association of Otolaryngologists of India to be keynote speaker and Brigadier Ramani Oration on 'Transoral Surgery for oropharyngeal carcinoma' and 'How to write a paper' at the South Zone meeting of the Association of Otolaryngologists of India in September 2014. This interest was categorised as personal pecuniary, specific but that VP can participate in discussion of all guideline topics, as expenses are not beyond reasonably required.
- VP declared that he received travel and subsistence expenses from the ESSO to give a plenary lecture on 'Transoral Surgery for oropharyngeal carcinoma' at the 34th Congress of the European Society of Surgical Oncology (ESSO) in October 2014. This interest was categorised as personal pecuniary, specific but that VP can participate in discussion of all guideline topics, as expenses are not beyond reasonably required.
- VP declared that he is Company Director and Trustee of JLO (1984) Limited (a registered charity) from March 2015. No remuneration is received for this role. The role involves joint responsibility with the other Trustees for the strategic direction of the charity, ensuring it meets its charitable objectives and is managed in accordance with the requirements of the Charities Act and company law. The main income stream of the charity is the publication of The Journal of Laryngology and Otology and its associated supplements. This

interest was categorised as personal non-pecuniary, specific meaning – NICE are currently categorising this interest.

- SO noted that she has been approached to give a presentation at an upcoming meeting – she was advised to forward all details to VT for categorising.

The GC 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

The GC reviewed the clinical and economic evidence for topics N, I & G and drafted recommendations and LETR.

An expert adviser (VJ) presented current physiotherapy practice to the GC for topic O2 and the GC reviewed their drafted recommendations and LETR.

NB presented the updated clinical evidence and MP presented the updated health economic model for topic F. The GC drafted recommendations and LETR.

The GDG reviewed draft recommendations and LETR for topic Q2.

The GDG reviewed all the draft recommendations to date and highlighted topics which may need implementation support.

4. Close of meeting

5. MR thanked the GC for their input to the meeting, reminded them that the next meeting would be on **Tuesday 28th and Wednesday 29th April 2015**, starting at 10.45 in the Board Room, NCC-C Offices, Cardiff and closed the meeting.