

Date and time: Monday 29 July 2013, 1000–1600

Minutes: Confirmed

Guideline Development Group Meeting 1

Place: Royal College of Physicians, 11 St Andrews Place, London NW1 4LE

Present: John Alexander, Consultant in Paediatrics & Paediatric Intensive Care
Tara Burn, Patient member
Erol Gaillard, Senior Lecturer & Honorary Consultant in Paediatric Respiratory Medicine
Ren Gilmartin, Respiratory Nurse Specialist
Val Hudson, Patient member
Angela Key, Deputy in Respiratory Dept
Matthew Masoli, Consultant Respiratory Physician
Andrew Menzies-Gow (Chair), Consultant Respiratory Physician
Georgina Russell, Clinical Fellow, Royal College of Physicians
Tahmina Siddiqui, General Practitioner
Michael Thomas, Professor of Primary Care Research & Principal in General Practice
Alex Allen, Information Scientist, NCGC
Saskia Cheyne (notes), Project Manager, NCGC
Amelia Ch'ng, Project Manager, NCGC (present for items 6-8)
Katharina Dworzynski, Senior Research Fellow, NCGC
Elisabetta Fenu, Senior Health Economist, NCGC
Bernard Higgins, Clinical Director, NCGC
Amy Kelsey, Project Manager, NCGC (present for items 1-5)
Fatema Limbada, Project Co-ordinator, NCGC (present for item 6)
Jill Parnham, Operations Director, NCGC

Apologies: Melanie McFeeters, Consultant Nurse in Children's Respiratory Diseases
Paul Miller, Senior Information Scientist, NCGC
Rachel O'Mahony, Senior Research Fellow, NCGC
Greg Philp, Project Manager, NCGC

In attendance:

NICE Staff:		
NICE attendee 1	Caroline Keir, Guidelines Commissioning Manager	
NICE attendee 2	Jessica Fielding, Public Involvement Programme	

Notes

1. **Introductions and apologies.** The Chair welcomed the group to the first meeting of this Guideline Development Group. Apologies were received from MMF.
2. **Introductory presentations**
 - a) Working with the NICE. CK gave an overview of working with NICE and the role NICE plays in the guideline development process.
 - b) Patient/carer involvement. JF gave an overview of the Public Involvement Programme at NICE.
 - c) The NCGC and the Guideline Development Process. BH gave an introduction to the NCGC, the role of the GDG and the timeline for guideline development.
3. **Declarations of interest.** The GDG was asked to read and adhere to the NICE policy for declaring and dealing with conflicts of interest. The Chair reviewed and requested updates to the declarations of interest register. The GDG members verbally declared their DOIs (as per the DOI register) and the Chair agreed there were no conflicts of interest therefore no action was required.
4. **Introduction to reviewing the evidence.** The GDG was given a presentation on searching and reviewing the evidence.
5. **Introduction to health economics.** The GDG was given a presentation on the role of health economics and cost-effectiveness analysis in guideline development.
6. **Scope.** The GDG was given a presentation on the final scope and Claromentis training.
7. **Review questions and protocols.** The GDG reviewed the review questions and protocols.
8. **Any other business.** None.

Date, time and venue of the next meeting

Tuesday 3 September 2013, 1000-1600 at Royal College of Physicians, 11 St Andrews Place, London NW1 4LE