

National Collaborating Centre for Women's and Children's Health

**1st diagnosis and management of menopause Guideline Development Group meeting
Friday 13th September 2013 10am – 4.00pm at RCOG**

Present:

Mary Ann Lumsden (MAL)	GDG Chair
Terry Aspray (TA)	Physician (with a special interest in bone health)
Claire Bowring (CB)	Lay member
Melanie Davies (MD)	Consultant gynaecologist
Sally Hope (SH)	GP
Prunella Neale (PN)	Practice nurse
Nick Panay (NP)	Consultant gynaecologist
Tony Parsons (TP)	Community gynaecologist
Imogen Shaw (IH)	GP

NCC staff:

Sarah Bailey (SB)	Research associate
David Bevan (DB)	Project manager
Hannah-Rose Douglas (HRD)	Associate director and team leader
David James (DJ)	Clinical director
Rosalind Lai (RL)	Information scientist
Hugh McGuire (HMG)	Senior research fellow
Katie Webster (KW)	Research associate

In attendance:

Sarah Dundson (SD)	Guidelines Commissioning Manager, NICE
Jessica Fielding (JF)	PIP project manager, NICE

Apologies

Debby Holloway (DH)	Specialist nurse
Sara Moger (SM)	Lay member

1. Welcome, housekeeping, introductions and apologies

MAL welcomed the group to the first meeting of this guideline development group (GDG) and introduced herself as the Chair. MAL asked each GDG member to introduce themselves.

2. Declarations of interest

DJ explained the importance of declarations of interest (DOIs) and clarified the terms used in the National Institute for Health and Clinical Excellence (NICE) DOI form. All the GDG members and other attendees were asked to summarise their interests for the group.

MAL declared that she sits on the women's health board at the MRHA and had recently been appointed as the chair of the NCC-WCH consortium board

SH declared that she sits on the women's health board at the MRHA and that she is the deputy editor of Maturitas

CB declared that she is the chair of the National Osteoporosis Society and sat on the NICE osteoporosis guideline.

NP declared that had sat on an advisory board for Pfizer and had attended sponsored conferences in May and June 2013. NP also declared that he chaired sessions on OCP and vaginal dryness (sponsored by Bayer and Novo-Nordisk). It was agreed that he would remain in the GDG meeting for these topics but would not contribute to the recommendations that are drafted.

TA declared that he received reimbursement for training staff from a pharmaceutical company.

3. Introduction of the guideline

MAL gave a presentation on the roles and responsibilities of GDG members as part of the guideline development process and the content of the scope. After the presentation, the group had an opportunity to ask questions.

4. Introduction to NICE

SD presented an overview of the work of NICE, and the role of clinical guidelines. After the presentation, the group had an opportunity to ask questions.

5. Introduction to Public Involvement Programme

JF gave a presentation on PIP at NICE. After the presentation, the group had an opportunity to ask questions.

Break

6. Introduction to guideline development protocol

DB presented the topic groups, the timeline for development, and the protocol for developing guideline chapters for the guideline. After the presentation, the group had an opportunity to ask questions.

7. Developing a review question (local oestrogens for vaginal atrophy)

HMG and RL presented an overview of study designs and their relevance to review questions, the GRADE approach to reviewing evidence and the method for identifying evidence, including the process for developing a search strategy based on the protocol and the process for sorting the results identified from bibliographic databases.

Lunch

8. Local oestrogens for vaginal atrophy

The GDG discussed the evidence on how local oestrogens can be used for the treatment of vaginal atrophy

Break

9. Protocol - What is the effectiveness of an abrupt HRT discontinuation strategy compared with a tapered HRT discontinuation strategy?

HMG presented the draft review protocol for the clinical question on a HRT discontinuation strategy compared with a tapered HRT discontinuation strategy?. The group then discussed the protocol and finalised the content.

10. Protocol - What is the effectiveness of HRT compared with combined oral contraceptives for the management of premature ovarian insufficiency?

HMG presented the draft review Protocol: What is the effectiveness of HRT compared with combined oral contraceptives for the management of premature ovarian insufficiency? The group then discussed the protocol and finalised the content.

11. Any other business

There was no other business. MAL thanked the participants for attending and closed the meeting.

Signed:..... Date:.....
Mary Ann Lumsden, GDG Chair

Signed:..... Date:.....
David James, Clinical Director (Women's Health)