

**UK PIN Steering Group Ad Hoc Telephone Conference
Held on Friday 25th October 2013**

Present: David Edgar (DE: Chair)
D Kumararatne (DSK)
Scott Hackett (SH)
Richard Herriot (RH)
Claire Bethune (CB)
Matthew Buckland (MB)
Sara Marshall (SM)
Paul Williams (PW)
Aarn Huissoon (AH)
Emily Carne (EC)

1.	Apologies	Action
	Apologies were received from Gavin Spickett, Fran Ashworth, Lucia Russell, Terry Flood, Berne Ferry, Helen Baxendale, Sary Workman, Suzy Elcombe .	
2.	Partnerships with other organisations	Action
	<p><i>a. Review of rationale for seeking partnership with external organisation</i></p> <p>DE reviewed the rationale for seeking partnerships with external organisations. These have been previously documented, but include the need to have:</p> <ul style="list-style-type: none"> • robust financial arrangements • legal status for UKPIN and (3) office support function. <p><i>b. Provision of office support for UKPIN</i></p> <p>DE confirmed having had a detailed and very helpful discussion with BSI on points of concern previously raised by the UK PIN steering committee. In addition, we had been in receipt of a more detailed proposal from Congrex UK on the nature and extent of support they were prepared to offer. In fairness to all concerned, DE had had a further meeting with Judith Willetts to explore the possibility and provide BSI the opportunity to offer similar support. Overall the feeling was that BSI were not keen to provide office support function, but were very keen to explore collaboration with UKPIN on other, more strategic levels. This was confirmed in an emailed response received earlier that week and forwarded to the steering committee. It had been further confirmed in a teleconference attended by a number of steering group members the previous day</p> <p>This was discussed by the committee and it was</p>	

	<p>agreed that in these circumstances, given that the pressing need for UKPIN were the practical issues outlined above. We should proceed to engage with Congrex on an initial basis. It was agreed by all steering group members that we should proceed to discuss the detailed implementation of the Congrex offer</p> <p>c. Potential for broader relationship with BSI</p> <p>It was the view of the steering committee that there was potential for further development of the relationship between BSI and UKPIN and that was something we would wish to see given careful consideration over the coming months. In particular, it was felt likely to be helpful to work towards defining relative roles and responsibilities of the two organisations to avoid overlap or confusion of responsibilities.</p> <p>d. Communication from Oyster UK</p> <p>DE mentioned communication for Oyster UK in relation to their online clinical communities' project, which they would be keen to see developed by UKPIN. There would be a cost associated with this and the view was this should be considered in the context of whatever web development would be offered by Congrex.</p> <p>e. Moving forward</p> <p>DE undertook to communicate with BSI and Congrex that afternoon and to set up a meeting with Congrex to develop initial proposals further. There would need to be careful consideration in relation to any transition arrangements required and David Edgar will discuss with Gavin Spickett.</p>	
3.	Any other business	
	No other business issues were raised.	
	Date of next Steering Group Meeting	
	To be decided.	