

# CONTACT REPORT

UKPIN



<b>Client Name:</b>		UKPIN	UKPIN, Arthur House, 41 Arthur Street, Belfast, BT1 4GB Tel: +44 (0) 28 9044 6292 Fax: +44 (0) 28 9044 7110
<b>Today's date</b>		29 <sup>th</sup> April 2015	

<b>Meeting Participants:</b>	<b>UKPIN</b> David Edgar (DE) DS.Kumaratne (DK) Ravi Sargur (RS) Fran Ashworth (FA) Tomaz Garcez (TG)  <b>MCI</b> Roisin Jenkins (ROJE) Karen Clarke (KACL) Damian Clarke (DACL)  <b>UKPIN Meetings</b> Claire Joffe (CJ)	Rashmi Jain (RJ) Matthew Buckland (MB)
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	Responsibility	Action date
<b>Apologies</b>		
Stephen Jolles Gavin Spickett Terry Flood Sara Marshall Suzy Elcombe Fran Ashworth Emily Carne Scott Hackett Richard Herriott Sary Workman Claire Bethune		
<b>1. Introduction</b>		
DE welcomed everyone to the meeting and thanked them for coming.		
<b>2. Minutes of previous meeting</b>		
DE informed the meeting that Stephen Jolles and Sara Marshall are working		

together on a strategy for producing guidelines. He will keep the group updated.	<b>DE</b>	
<b>3. Introduction to MCI</b>		
DE introduced ROJE and KACL. ROJE made a short presentation introducing MCI.		
<b>4. Finance report</b>		
Kumar talked through the balance sheet and indicated the projected expenditure for the coming year. He recommended that face to face steering group meeting should be kept to a minimum and it was necessary to begin charging for membership. ROJE said that once the transition period is complete and a UKPIN bank account opened, the MCI finance team will be able to support with financial reporting and forecasting. DE reported that the UKPIN funds were still with the solicitors and that once the bank account process is complete, the funds can be transferred instantly.		
<b>5. Accreditation Scheme</b>		
DE reported that there are now 11 UKPIN accredited centres in the UK. The inspection scheme has now moved to RCP and is called QPIDS. This reduces the risk and workload of UKPIN. UKPIN provides the standard setting but the risk is removed. RCP want to know how many centres will sign up. DE states we had estimated a minimum of 20/38 centres in year 1 and asked the group to encourage their centres and colleagues to sign up.  DE agreed to ask Claire Bethune to send a formal notification of the changes to colleagues  DK noted that those preparing for accreditation could be working on an old set of guidelines. RS reported that a pilot will take place in Leicester in June.  TG reported that his centre have been waiting on accreditation for over a year.  DE will ask Claire for an update	<b>DE</b>       <b>DE</b>	
<b>6. GECIP Proposal</b>		
DE reported that Sara Marshall and Sophie Hambleton had been working on a UKPIN bid which had progressed to the second stage. The timescale for this process is not known but the Steering Group expressed their thanks and congratulations to Sophie and Sara for their work on this.		
<b>7. Standards &amp; Guidelines</b>		
DE informed the group that UKPIN followed the traditional model of writing guidelines. Stephen Jolles had suggested another way of doing this which includes securing funding and outsourcing to an external company. Sara Marshall proposed employing someone from within the immunology community		

<p>to work on a pilot. Stephen and Sara will be meeting to take this forward and bring their recommendations to the group.</p> <p><b>7a. Home Therapy: Provision, Training and Monitoring</b></p>		
<p>DE reported that this topic has come up in a number of discussions and there is concern of the cost and provision of home therapy. The practice varies hugely across the country and it would be good for UKPIN to conduct an audit. MB suggested that if the biennial registrations are revamped we can get the data from this. DE asked FA to frame the questions for capturing this information</p>	<p><b>FA</b></p>	
<p><b>8. UKPIN 2015</b></p>		
<p>CJ joined the meeting  MB reported that the meeting website was now live. Registration and abstract submission would open on 30<sup>th</sup> April.  CJ said that the venues had been booked and the main priorities now were marketing and sponsorship. Current sponsorship is £68,800 + £6,750 from exhibition sales. There were 5 sponsors on board CSL Behring, Shire, Octapharma, Grifols and Biotest.  There is some uncertainty around a subvention funding from Visit Belfast as the UKPIN meeting may not meet the required criteria. ROJE explained that there was a freeze on the subvention funding currently but suggested Visit Belfast could provide 'soft' subvention funding such as provision of delegate bags. MB will check previous correspondence emails re subvention as this was part of the original Belfast bid.</p> <p>MB informed the group that all but one of the speaking slots had been filled. CJ stated that the meeting would be promoted on all relevant websites and event calendars.</p> <p>DE asked if charity stands can be positioned with the pharmaceutical companies. ROJE said that the patient groups must form less than 10% of total delegate. DK noted that we must be inclusive of patient groups.</p> <p>CJ reported that the gala dinner will take place at the Ulster Folk &amp; Transport Museum. She had priced the cost of a steam train to transport delegates to the venue but this was too expensive.</p> <p>The Traveller's dinner &amp; speakers dinner will be on the Wednesday evening before the conference begins. It was agreed that a Steering Group meeting would be arranged to take place before the dinner at 5pm.</p>	<p><b>MB</b></p>	
<p><b>9. Election of new members</b></p>		
<p>KACL announced the results of the election. Gavin Spickett and Bill Egner have been elected to the Steering Group. They will be joined by Peter Arkwright, Kimberly Gilmour and Christine Symons, who were elected unopposed.</p> <p>MCI will draft a letter from DE to all successful and unsuccessful candidates.</p> <p>RS reported that Suzy will return from maternity leave in August. He will check with her to see if she would like to continue as a member of the Steering Group.</p>	<p><b>MCI</b></p> <p><b>RS</b></p>	

<b>10. Membership</b>		
<p>It was noted that the Steering Group were in favour of charging membership fees. ROJE stated that some preparation work will be needed before charging for membership.</p> <p>It was suggested that we ask people to sign up as members at the meeting in Belfast in November. This will mean that they can sign up for the year of 2016.</p> <p>In particular, it is important to discuss membership rates and the associated benefits.</p> <p>DE to draft some suggestions for circulation to the Steering Group.</p> <p>MCI will put together a timeline for this process.</p>	<p><b>DE</b></p> <p><b>MCI/DE</b></p>	
<b>11. Website proposal</b>		
<p>DACL made a presentation to the group proposing the various options and possibilities for the new UKPIN website.</p>		
<b>12. AOB</b>		
<p>TG asked if UKPIN had a mission statement and all agreed it would be good to have one.</p>		
<b>13. Schedule of meetings</b>		
<p>DE said these would be circulated to the group.</p>	<b>DE/MCI</b>	
<b>14. Close of meeting</b>		
<p>DE thanked everyone for attending and closed the meeting.</p>		