

# 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>		9 <sup>th</sup> March 2015	

<b>Meeting Participants:</b>	<b>UKPIN</b> David Edgar (DE) DS.Kumararatne (DK) Sara Marshall (SM) Ravi Sargur (RS) Stephen Jolles (SJ)	Rashmi Jain (RJ) Matthew Buckland (MB) Claire Buthune (CB) Scott Hackett (SH) Emily Carne (EC)
	<b>MCI</b> Roisin Jenkins (ROJE) Karen Clarke (KACL)	

	Responsibility	Action date
<b>Apologies</b>		
Tomaz Garcez Gavin Spickett Terry Flood Suzy Elcombe Fran Ashworth Richard Herriott Sary Workman		
<b>2. Introduction</b>		
DE welcomed everyone to the meeting. He introduced ROJE and KACL from MCI, who have recently taken over as association managers. All present introduced themselves and their roles.		
<b>3.Minutes of previous 2 meetings</b>		
SM asked if there had been any progress with the fellowship proposed by UKPIPS. DE said he has not heard anything but will follow this up.	<b>DE</b>	

<b>4 Matters arising not listed elsewhere</b>		
There were no matters arising		
<b>5. MCI: progress with development of management support</b>		
<p>ROJE introduced herself as Director of MCI Belfast and Karen as Association manager.</p> <p>DE informed the group that MCI also have offices in Petersfield and Glasgow. ROJE confirmed that MCI's specialist services such as the digital and marketing teams, are based in Petersfield.</p> <p>KACL said that the UKPIN registered address has now been changed to MCI's address, with Companies House.</p> <p>DE confirmed that MCI have created a dedicated UKPIN email which should be copied into all relevant correspondence.</p> <p>A transition meeting between DE and MCI will take place on Friday 13<sup>th</sup> March. DE to feedback to SG following this meeting.</p> <p>ROJE said that MCI's Finance Director will join the meeting by phone to advise on opening a bank account for UKPIN and achieving charitable status. DE said that he had completed some of the paperwork associated with applying for charitable status so he hoped this would speed the process up.</p>	<b>DE</b>	
<b>6. Finance report</b>		
<p>DK explained the finance report. He reported that UKPIN's annual running costs were approximately £90k. £30k is payable to Royal College of Physicians for the accreditation process.</p> <p><b>Sponsors</b></p> <p>DK explained that CSL remitted £10k in 2014. Baxter's sponsorship was intended for development of the UKPIN website but this has not materialise. DE said that this would be discussed with MCI on Friday.</p> <p>SM said that a reserve for the 2015 conference was needed. The conference usually makes £40k profit. DK said he would like to account for this reserve. SM &amp; MB to discuss this post meeting.</p> <p>SM said that sponsorship for the conference is received approximately 3 months before the event. DE confirmed that this should be expected in August.</p> <p>RS stated that at the last conference, membership fees were discussed. DK said that once UKPIN becomes a charity, it would be appropriate to raise this. DE agreed that membership fees were overwhelmingly supported and the intention is to charge for membership once charitable status has been secured and the new website launched.</p>	<b>SM/MB</b>	
<b>7. Annual Stakeholders/sponsors meeting</b>		
<p>DE explained that this meeting first took place to form a closer relationship with sponsors. It usually occurs in late March with a SG meeting in the morning followed by the sponsors/stakeholder meeting in the afternoon.</p> <p>DE asked what everyone's feeling were about running it again this year</p>		

<p>and when. It was agreed that they meeting was very useful and it would be best to hold it within the next 6 weeks. ROJE advised that it is important to engage with sponsors as soon as possible, as they could be feeling detached from UKPIN</p> <p>DE agreed to send a Doodle poll to ascertain the most suitable date.</p>	<b>DE</b>	
<b>8. Accreditation</b>		
<p>CB explained that she had circulated a letter to the SG and another letter was sent to all members of UKPIN. The college will start contacting services asking would they like to sign up for this scheme. The allergy scheme web tool is almost ready. The inspector training will take place once the tool is finalised.</p> <p>Existing accredited centres will dovetail into the RCP scheme slowly. DE said that good progress was made, payment from UKPIN to the college was authorised and the web tool developed.</p>		
<b>9. UKPIN 2015</b>		
<p>MB confirmed that this will take place on 19/20 November in Belfast. The website is expected to go live at the end of March. The programme is almost full with just two speaking slots to be filled.</p> <p>SM asked when the mailshot will be issued. MB confirmed it would take place when the website goes live.</p> <p>DE asked if there was time in the programme allocated to an accreditation meeting. MB said that there was a parallel session of approximately 1-1.5 hours.</p> <p>There was some concern that this would not be enough time and a day either before or after the conference would be needed.</p> <p>MB to circulate programme so far.</p>	<b>MB</b>	
<b>10. UKPIN 2017</b>		
<p>DE explained that there had been a proposal from the President of ESID regarding holding some workshops at the 2017 UKPIN meeting. This would make it a larger meeting and would increase visibility.</p> <p>It was agreed that this was a good option but caution was urged in ensuring the ESID fit around UKPIN and not the other way around.</p> <p>DE to go back to Andrew.</p>	<b>DE</b>	
<b>11. Molecular testing: UKPIN working party</b>		
<p>SM informed the group that the GECIP bid was due to be announced in February but was not. SM said he would let the SG know when the bid was announced.</p>	<b>SM</b>	

<p><b>12. Website development</b></p> <p>DE explained that this will be discussed with MCI at the transition meeting on Friday 13<sup>th</sup>. He will keep the SG updated.</p>	<p><b>DE</b></p>	
<p><b>13. Standards &amp; Guidelines</b></p> <p>SH reviewed the situation to date.  SJ stated that there had been a positive response to the idea of adopting a new approach to guideline development.  There are two different paths that can be used in terms of staffing. 1) employ permanent members of staff or use an agency to support the work, such as MedComms.  Some concern was raised that by seeking funding for this project, core UKPIN activities could suffer by not receiving support from Pharma sponsors.</p> <p>ROJE said that MCI would look at how standards and guidelines is managed by other associations within MCI.</p> <p>DE suggested that a separate call was needed to discuss this issue in more detail.</p>	<p><b>ROJE</b></p> <p><b>DE</b></p>	
<p><b>14. Correspondence from Bill Egner re specialised commissioning</b></p> <p>DE explained that there is difficulty in securing IFR approval in England and Wales.  SM said that it is ok for CRG to ask UKPIN for help on parts of the project but it needs to be led by CRG.  RS suggested a position statement that UKPIN will support, which CRG can use.  DE to respond to Bill with progress and inform him that UK PIN is happy to support if it is shared with CRG.</p>	<p><b>DE</b></p>	
<p><b>15. Membership</b></p> <p>DE explained that there was a rolling election every year where 4 members stepped down. However, due to a change in management, he had asked those members to remain.  He suggested that an election take place at the end of 2014 for a new chair, deputy chair and treasurer.  DE asked for nominations and stated the election would take place via Survey Monkey. It was noted that SG had previously agreed to encourage nominations from (1) centres not represented on SG, (2) Nurses, (3) Paediatricians and clinical scientists. It was also suggested that if the trainees rep is unavailable for prolonged periods than an alternate should be nominated to ensure a trainee voice .</p>		
<p><b>16. AOB</b></p>		
<p>There was no other business to be discussed. DE thanked everyone for joining the meeting.</p>		

<b>17. Date of next meeting</b>		
The next meeting will take place before the sponsors/stakeholder meeting in April in London.		