

Steering Group Meeting

UKPIN



Client Name:	UKPIN	Teleconference
Today's date	29 September 2017	

Meeting Participants:	<p>UKPIN Tomaz Garcez (TG) Matthew Buckland (MB) Richard Herriott (RH) Kimberly Gilmour (KG) Ravi Sargur (RS) Stephen Jolles (SJ) Peter Arkwright (PA) Bill Egner (BE)</p> <p>BSI Liz Ambekar (LA) Emilie Thomas (ET) Jo Revill (JR)</p>
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	Responsibility	Action date
Apologies		
Gavin Spickett (GS) Sara Marshall (SM) Suzy Elcombe (SE)		
Introduction		
TG welcomed all to the meeting and invited round table introductions for the benefit of the BSI staff who are now providing secretariat services for UKPIN.		
Minutes of previous meeting & matters arising		
The minutes were approved without amendment.		
Reports		
Treasurer's Report		
LA had provided a balance sheet and income/expenditure summary.		
Registry Report		
MB had circulated a report which highlighted the need to address the forthcoming vacancy as Cathy Bangs is due to retire in November. Additionally, he had provided a funding request to fulfil this vacancy.		

Accreditation		
CB not present but RS advised that a gap analysis is underway looking at the transfer to PAS standard. This will be reviewed, and a report will be available for the next meeting.		
Website		
PA reported that the website had successfully transferred to BSI hosting as at 29/8/17 and is working well. Google analytics still needs to be activated but will be finalised shortly.		
UKPIN Meeting 2017		
<p>KG advised that sponsorship targets are likely to be overachieved, but that registration remains low thus far, and encouraged all to promote to networks. Arrangements for additional events including the sponsorship meeting, SG, Travellers, AGM and patient group lunch are being finalised.</p> <p>A discussion was held around registration being paid for SG members, and it was agreed that this would only be paid if actively involved in the meeting organisation. Separately as several meetings held during Congress required the attendance of SG members, it was agreed however that the travel expense policy would still be honoured. TG added it would be useful to identify those who plan to attend Congress.</p>		
Guidelines		
Disclosure of Interest		
TG reminded all that for anyone who has not yet submitted their disclosure, the website will show as 'no response' which does not reflect well and urged all to complete the document.		
Response from UKPIPS		
A response from UKPIPS had been circulated re the response sent following discussions held at the SG meeting 5/5/17. All were agreed no further response was required.		
SCID screening consultation response		
A volunteer from the SG was sought to take this forward, and SJ offered to check availability. TG advised the alternative was to adapt the prior response and amend into a consultation response.	SJ – (since advised not possible) TG to amend into consultation response	
Risk of prions with immunoglobulin		
A number of papers were circulated on this topic and a brief discussion held. All were agreed to support a joint UKPIN/Edinburgh position statement, and TG will draft and agree this with Edinburgh.	TG	

Paid advertisements		
Visiting scholar award		
Election of new members/demitting members		
Five members are due to demit at end 2017. The constitution states no more than two consecutive terms meaning that MB, RH and SM are due to roll off. SJ and RS are approaching the end of their first term but could serve a second term - if approved by SG. A few expressions of interest have been received for potential new trustees. An election will be held in January for the relevant vacancies. TG asked SJ and RS to advise separately if they wish to serve a second term.		
Submissions for lifetime achievement awards		
Several suggestions have been submitted. TG will form a small group to review and identify the winning candidate, also to identify who will present.	TG	
AOB		
A request had been received from Bronch-UK looking to collaborate with UKPIN on an immunology-bronchiectasis meeting. All agreed this should be explored. TG asked for a volunteer to lead on this from UKPIN. RS expressed interest and TG will forward the relevant details.	TG (RS subsequently re-appointed to SG for a second 3-year term)	
<i>TG thanked all for attending and closed the meeting at 15:51</i>		