



BOARD MEETING

Minutes of the meeting held on Wednesday 13 September 2017

At the Royal College of Anaesthetists, Churchill House, London

Members:

Prof Monty Mythen

Chair, NIAA Board

Dr Paul Clyburn

Association of Anaesthetists of Great Britain & Ireland

Prof Mike Grocott

RCoA Council (attended by teleconference)

Co-opted members:

Ms Sharon Drake

Director of Clinical Quality & Research, RCoA

Prof Iain Moppett

Deputy Director, Health Services Research Centre (attended by teleconference)

Prof Rupert Pearse

Director, UK Perioperative Medicine Clinical Trials Network

Dr Matt Wilson

NIAA Grants Officer (attended by teleconference)

In attendance:

Mr James Goodwin

Research Manager, RCoA

Ms Pamela Hines

Committee Secretary (NIAA Coordinator)

Apologies:

Mrs Jenny Dorey

RCoA Lay Committee rep

Dr Andrew Klein

Anaesthesia

Prof Dave Lambert

NIAA Research Council Chair

Dr Dan Martin

NIAA Academic Training Coordinator

Dr Ramani Moonesinghe

Director, Health Services Research Centre

Dr Ronelle Mouton

Specialist Society Representative

Prof Nigel Webster

British Journal of Anaesthesia

NIAAB/09.2017/1 WELCOME AND APOLOGIES

The Chair welcomed all to the meeting and apologies were noted as above.

NIAAB/09.2017/2 MINUTES OF THE PREVIOUS MEETING

The confidential and non-confidential minutes of the meeting held on 3 May 2017 were approved as an accurate record.

ACTION: Ms Hines to upload the confirmed non-confidential minutes of the meeting held on 3 May 2017 to the NIAA website.

NIAAB/09.2017/3 MATTERS ARISING

There were no matters arising that were not already on the agenda.

NIAAB/09.2017/4 NIAA RESEARCH COUNCIL

Ms Drake provided an update on the Research Council Chair position, which is currently filled by Prof Lambert as the representative for the *BJA* – this being the first NIAA partner in the Chair rotation cycle as agreed at the previous meeting. This is effective from now until June 2018.

Prof Mythen suggested putting in place the next two Chairs in the rotation to allow smooth handover with the Board Chair position as Prof Mythen's term in this role will end around spring 2018; this suggestion was agreed in principle and will rely on other partners nominating themselves as subsequent Research Council chairs. It was also noted that the Board Chair position will require advertising soon, and an NIAA Awayday was also suggested which has no firm plans as yet but it was agreed this should be open to all Board and Research Council members as a way of reflecting on NIAA activities and to discuss progress with the NIAA aims and strategy.

ACTION: NIAA partners to nominate the next two Research Council chairs, effective from June 2018 onwards.

ACTION: Ms Hines to draft a timeline and start advertising the NIAA Board Chair position before the end of the year.

ACTION: Prof Mythen to start drafting plans for a NIAA Awayday in 2018, with support from NIAA admin.

NIAAB/09.2017/5 CLINICAL TRIALS NETWORK (CTN)

Prof Pearce outlined his report, covering the current CTN membership which is 268 in total. The Network is now starting to engage in its core activities of supporting established trials – the first two CTN adopted trials are currently open and recruiting patients. The Chief Investigator scheme recently advertised and attracted five applicants, four of which have been shortlisted for interview in November. Prof Pearce noted the shortlisted candidates are strong contenders. Chair noted that it would be useful to include more detailed figures e.g. trial patient recruitment numbers, funding secured by the Network in future reports to the Board to help demonstrate the CTN's impact.

Discussion followed on the CTN Deputy Director position which is being advertised soon. Prof Pearce has been offered a new role as Director of Research at his institution, and requested Board approval to drop 1 PA from his role as CTN Director and use this to backfill the Deputy Director position. This will not require any increase in funding for the role, nor a reduction in Prof Pearce's commitment to the role of CTN Director. **The Board members present agreed to this request.**

Prof Pearce advised that Dr Phil Moore has had to step down from his position on the CTN Board, and requested approval to advertise this vacancy along with the Deputy Director post as the Network have taken the decision to fill Board vacancies through open recruitment.

The Board members present agreed to this request.

Dr Wilson raised the issue of confidentiality when promoting NIHR funding for adopted trials. Prof Pearce mentioned he would be meeting with a senior HTA representative in the next few months and would seek advice on this.

Prof Pearce asked the Board to start considering what future levels of CTN funding are likely to be, enabling the Network to start financial planning including members possibly applying for future commissioned calls, and suggesting that trials wishing to be adopted should include a modest cost for CTN support in their funding bids to aid the Network's sustainability. Members were supportive of this.

ACTION: Prof Pearce to advertise CTN Deputy Director position with 1 PA, alongside CTN Board member vacancy.

NIAAB/09.2017/6 NIAA-RCS

Prof Grocott opened a discussion on the relationship between the NIAA and the RCS and how it can be improved, namely with regards to obtaining a report on the Systematic Reviews which were undertaken a number of years ago, and the work carried out since then. A report has not been forthcoming and it is unclear whether one is available.

The RCS continue to extend an invitation to the NIAA to continue joint working including attending the 2018 Society of Academic & Research Surgery (SARS) Annual Meeting, however it has proven difficult to collaborate in other areas of work so far; Prof Grocott indicated the benefits of pursuing this relationship in a more effective way and suggested a short life working group to address this, comprising himself, Prof Mythen and Prof Dion Morton at the RCS who will start these conversations.

Discussions were had over whether this would fit under the HSRC or CTN remit, or the NIAA more broadly. It was felt it could fall under either component, so CTN and HSRC representatives should also be part of these joined up dialogues.

ACTION: Prof Grocott and Prof Mythen along with other relevant parties to form a short life working group to discuss the relationship between the NIAA and RCS and how it can be best effective.

NIAAB/09.2017/7 NIHR SPECIALTY GROUP

Prof Grocott pointed out that Prof Chris Whitty's paper focused on the NIHR over the next 20 years, summarising responses from relevant parties including the NIAA, will be published soon and will be shared with members.

A report has been produced following the MedTech Workshop held at the end of last year, which was circulated with the meeting papers.

Development of the specialty group strategy is on hold until Prof Whitty's NIHR 20 year future view report is released.

Prof Grocott has initiated conversations with Prof Lambert on developing an experimental/translational medicine group for the specialty, either within the NIHR or jointly with the NIAA, similar to the experimental medicine group set up by the Critical Care specialty. At the moment this would be likely to encompass an initial meeting between interested parties to start development on this; suggestions for participants are welcome. There was support for pursuing this endeavour from the members that were present.

ACTION: Prof Grocott and Prof Lambert to pursue setting up anaesthesia specialty experimental medicine group with interested parties.

NIAAB/09.2017/8 ACADEMIC TRAINING

In Dr Martin's absence Prof Mythen introduced this item, highlighting Dr Martin's circulated papers. The discussion mainly revolved around the two different options highlighted in paper 8.3 on the topic of developing a kite-marking system for research fellowships. This subject had been raised at a previous Board meeting, and a proposal framework has been drafted by a working group of Drs Klein, Fazackerley, Owen, Minto, Moonesinghe, and Prof Moppett. Most interest was generated by the preferred option 2 which proposes that the NIAA would lead on a process to approve and assess OOPT requests from trainees below ST5 level.

Following discussion the proposal was agreed in principle, with a request for further information on the process for carrying out these assessments in a robust way whilst not overburdening those involved with extra paperwork, and to avoid any potential pitfalls should any post or individual performance prove not to be up to the standard expected despite being kite-marked by the NIAA.

Dr Wilson questioned how these posts will sit against NIHR ACFs; Prof Pearse suggested these fellowships could provide a stepping stone towards an increased number of locally funded NIHR ACFs & CLs.

Prof Grocott raised the issue of some ACFs not successfully managing to include sufficient research time alongside clinical time, as some deaneries are reluctant to release trainees for research time as agreed. He suggested this would be an appropriate time to send a prompt to the RCoA training committee as a reminder that training should be competency based rather than time based, to allow trainees that prove their competency to be released for research where required.

ACTION: Dr Martin to provide the Board with further details of the assessment process for these fellowships.

ACTION: Prof Grocott to draft a letter to the RCoA Training Committee re: trainee research time, for co-signing by NIAA members.

NIAAB/09.2017/9 HEALTH SERVICES RESEARCH CENTRE

Prof Moppett introduced his report and provided an overview of HSRC activities and achievements. NELA has been successful in its re-tender and the third year report is to be published in October.

Over 23,000 participant records included in SNAP-2; recruitment is completed, the database is now locked and the results are expected in May 2018.

Interviews for the Social Scientist position will be taking place next week.

The bulk of NAP-6 has been completed, with results expected late spring 2018. The process for NAP-7 has now started; broadly the plan is to carry out a similar selection process as previously and recent discussions have included proposals to widen the engagement in the call for topics.

Prof Moppett sought guidance from members on how the NIAA would engage with the NAP-7 topic selection process; the aim is to select a topic by spring 2018 and to actively involve QUaRCs in the early stages at the QUaRC meeting in March 2018, rather than after the decision has been made. Prof Mythen indicated reluctance on the part of the NIAA to be seen as weighting the decisions in the early stages but rather to have a role in approving a long and short list once the QUaRCs have had input, via the existing NIAA representation on the HSRC Board.

Prof Moppett brought it to members' attention that the HSRC is revising its data transparency & data governance policy, which is being reviewed by a number of parties. The document is based on a revised version of the NIAA's data policy from some time ago. It was highlighted that the HSRC does not own any data per se, and the NIAA owns even less, so the HSRC is felt to be the most accurate party for this policy to be placed under. Prof Moppett sought a steer from members on whether they wished to see the final version of the document or to have input into the consultation. Prof Mythen advised that both Board and Research Council members should have sight of the final version for information, particularly as it will feed in to the NIAA grant-making process with funders able to decide whether they wish to award their grants on the condition of adhering to the data policy. RCoA Council could also review and approve the final version of the policy.

ACTION: Prof Moppett to circulate final version of HSRC data transparency document to NIAA Board and Research Council members.

NIAAB/09.2017/10 RESEARCH SURVEYS

Mr Goodwin introduced this item and provided some background on the RCoA survey distribution process, which has recently been developed following the previous ad hoc system. It involves researchers completing an application form outlining details of the survey they wish to be distributed amongst the membership and how the topic fits with the College strategy. This must then be approved by a Council member and is reviewed by the HSRC who offer a methodological review.

Recently a request was made to include a survey being carried out by UCL in the NIAA newsletter, which was circulated in advance by email to NIAA members for consideration. The responses received highlighted the lack of an NIAA process for approving and circulating such surveys, and it was agreed to discuss the subject at this meeting. Members were asked to consider whether they were happy to approve the distribution of future surveys only once they had passed through the RCoA process outlined, or if there would be any merit in developing a separate NIAA process for this or alternatively agree to take a blanket decision not to circulate surveys via the NIAA in future at all.

Following discussion it was agreed that should a request to disseminate or advertise a survey reach the NIAA, once it had been approved through an established process by any of its partners, then the NIAA would be supportive of this request provided the topic of the survey is relevant to the NIAA aims and strategy, and the survey should only be included as part of a general mail out/newsletter, rather than as a specific targeted email.

NIAAB/09.2017/11 NIAA GRANTS

Dr Wilson provided an overview of the grant report which highlighted that Round 1 has now been completed and received 37 applications, 19 of which were funded to a total of £725,952 with a turnaround of about 10 weeks.

Prof Mythen asked whether seeking sufficient peer reviewers continues to prove difficult; Dr Wilson acknowledged this is often the most demanding and time-consuming part of the process and he was seeking ways of easing this, as well as looking at other areas such as implementing a single

application form which will be a part of the imminent grants review to be undertaken as he fully assumes the Grants Officer role. Dr Wilson noted that this review will involve taking views of all NIAA funding partners into account.

Round 2 is open for applications until 22nd September with 8 partners participating in this round which will be led by Dr Wilson and will be Prof Lambert's last round as NIAA Grants Officer.

Dr Wilson also raised a proposal to separate the grant committee and Research Council meetings from being held on the same day, which was discussed by both panels at their meetings in June resulting in general agreement. It was brought to Board members to seek an overall view. The general feedback was that any decision should ultimately be beneficial for the parties that would be directly affected by holding the meetings on separate dates, and on this basis the proposal was agreed by Board members.

NIAAB/09.2017/12 JOHN SNOW AWARDS & RCoA GRANTS, AWARDS & PRIZES 2017

Ms Hines provided an overview of the paper that had been circulated, which included information on the 10 applications received from undergraduate and postgraduate students for the John Snow awards earlier this year and the 6 of these that were successfully funded. These will be featured in an article in the November RCoA *Bulletin*, authored by Dr Ravi Gill and supplemented by short abstracts from each of the winning students.

Ms Hines also highlighted the number of submissions received for the RCoA small travel/education grants and other prizes which had recently closed for applications, and noted that there were a much larger number of submissions for the Macintosh Professorship this year. All applications will be circulated to the relevant reviewers within the coming weeks, and further information will be shared at the next meeting.

NIAAB/09.2017/13 NIAA ANNUAL SCIENTIFIC MEETING & RESEARCH AWARD

Members were invited to reflect on their views on the meeting and the research award; general comments were positive. Dr Wilson reflected on his experience as a judge of the research award applicants, commenting that the reduced number of presentations this year was a very positive improvement but that applicants were particularly difficult to assess against each other given the vastly different topics covered and the broad remit of the award.

Dr Wilson queried whether it was worth considering introducing subcategories to ease this process, however given the fairly early stage of this award and relatively low numbers of applicants the Chair discouraged this approach for now.

Ms Drake indicated it would be ideal if the AAGBI would consider continuing to incorporate a presentation slot at the AAGBI Annual Congress for the research award winner as a way of offering recognition beyond the NIAA Scientific Meeting; Dr Steve Yentis had organised for this year's winner Dr Warnaby to present at the Congress meeting later this month. Dr Clyburn agreed this would be a good idea.

Discussion followed on the timing of the Annual Scientific Meeting in future years; the 2018 event is being run on 21st May - the day before the RCoA's new flagship event 'Anaesthesia 2018' begins - and members were asked to indicate their support for this arrangement to continue beyond 2018.

There was general agreement that this needs careful planning to avoid clashing with too many existing meetings and this having an effect on attendance plus venue space; next year's event is currently struggling to find space as the Lecture Theatre at Churchill House is already booked for another meeting, although external venues have been explored. There was also a strong feeling that the meeting provides a platform for the Research Award which must be retained, and discussions were had which explored taking elements of the Scientific Meeting - e.g. the Research Award - and possibly folding these in to other meetings in future such as RCoA's Anaesthesia event or the AAGBI Congress.

It was agreed to keep the existing format for the meeting in 2018 and conversations should be held immediately after, to discuss how well it has worked and start planning for 2019.

Prof Mythen proposed booking one of the gallery spaces at the College for the main 2018 event if possible, and to consider moving delegates down to the Lecture Theatre for the Research Award presentation towards the end of the day to provide this session with a more prestigious feel, and provide a cross-over audience from the Clinical Directors meeting being held in the space during the earlier part of the day. Prof Mythen also proposed for Prof Grocott to extend an invite to his faculty to attend the event and widen the audience, and questioned whether it would be possible for the Research Award winner to perhaps be offered a presentation slot towards the end of the RCoA Anaesthesia 2018 event.

It was pointed out that as the main event will potentially be held in a gallery space the programme should aim to have a workshop format, and Prof Grocott mentioned it may also be a good opportunity to host the aforementioned experimental medicine group meeting during the event.

Post meeting note: Space in the 2nd Floor Gallery at Churchill House has now been secured for the 2018 Annual Scientific Meeting. The Lecture Theatre has also been provisionally booked for the 2019 event, based around the dates that 'Anaesthesia 2019' is expected to take place.

ACTION: All organisers to plan programme for 2018 Scientific Meeting, incorporating workshop elements where possible.

ACTION: Prof Grocott to endeavour extending an invitation to his faculty to attend the event, and to explore the possibility of incorporating the Research Award winner in to the Anaesthesia 2018 event programme.

NIAAB/09.2017/14 NIAA EXHIBITION STAND & 10 YEAR ANNIVERSARY PROMOTION

Ms Hines introduced her paper outlining a number of proposed plans for marking the 10 year anniversary of the NIAA throughout 2018, including a special edition of the biannual Comprehensive Review publication, journal and newsletter content, alongside an article for *Anaesthesia* highlighting the outputs achieved by past NIAA grant holders, and to include a visual 10th anniversary theme, amongst other enhancements, to the NIAA exhibition stand.

Prof Mythen made a suggestion to create some animations and infographics to illustrate the anniversary and highlight NIAA achievements in a visual way, and ideas including inviting a NIAA trainee and the Research Award winner to speak at the GAT meeting and possibly badging this as a NIAA session, were also explored as potential ideas worth investigating.

Prof Mythen clarified the *Anaesthesia* article on the outputs accomplished by NIAA grant holders could not be influenced by the NIAA, and was being presented for information at this stage. Ms Drake confirmed this but expressed the article is not guaranteed to be entirely positive as there may not be as many outputs from successful applicants as expected, and may indicate a need to improve internal processes in following up with grant holders. Dr Clyburn suggested that a positive editorial alongside the manuscript could help to improve publication of the results.

Discussion followed over whether all funding through all NIAA streams had been included in the data collection, for example 4 year research fellowships, as some members had not been contacted for their input into the results which was a concern. Prof Mythen queried whether the Board could have sight of the data which had been provided for Dr Klein as part of this exercise, to ensure it included all relevant information without influencing the results, which was agreed.

ACTION: Ms Hines to circulate the data supplied to Dr Klein amongst Board members, to ensure it covers all relevant NIAA funding streams.

NIAAB/09.2017/15 NIAA COMMUNICATIONS

Ms Hines invited comments from members on the communications report, noting that Twitter engagement via the NIAA account continues to grow. Dr Clyburn enquired whether NIAA uses a Facebook account and if this was worth investigating; Mr Goodwin responded that in practice this would only be viable if it would work in tandem with the Research team's existing Twitter accounts.

NIAAB/09.2017/16 ANY OTHER BUSINESS

Ms Drake mentioned a letter that had been received from Research Excellence Framework 2021, re: an invitation to the College and the NIAA to act as nominating bodies for the REF system which would involve nominating members to form part of expert panels assessing the quality of research in UK higher education institutions, and to suggest other relevant organisations to be added to the list of nominating bodies. Prof Mythen was very supportive of this request, agreeing this is an exercise the NIAA and RCoA should engage in, and there were no objections from other members.

ACTION: Ms Hines to request suggestions for nominees for the REF 2021 exercise from RCoA Council members on the Board

NIAAB/09.2017/17 DATES OF FUTURE BOARD MEETINGS

Wednesday 8 November 2017, 9:00am, Teleconference

Wednesday 17 January 2018, 12:30pm, RCoA

ACTION POINTS

	Item	Responsible	Action	Due
2	Minutes of the previous meeting	Ms Hines	Upload the confirmed non-confidential minutes of meeting held on 3 May 2017	Next meeting
4	NIAA Research Council	All NIAA Founding Partners	To nominate the next two Research Council chairs, effective from June 2018 onwards	ASAP
		Ms Hines	To draft a timeline and start advertising the NIAA Board Chair position before the end of the year	Next meeting
		Prof Mythen NIAA admin	To start drafting plans for a NIAA Awayday in 2018, with support from NIAA admin	ASAP
5	Clinical Trials Network	Prof Pearse	To advertise CTN Deputy Director position with 1 PA, alongside CTN Board member vacancy	Next meeting
6	NIAA-RCS	Prof Grocott Prof Mythen	To form a short life working group to discuss the relationship between the NIAA and RCS	Next meeting
7	NIHR Specialty Group	Prof Grocott Prof Lambert	To pursue setting up anaesthesia specialty experimental medicine group with interested parties	Next meeting
8	Academic Training	Dr Martin	To provide the Board with further details of the assessment process for NIAA fellowships	Next meeting
		Prof Grocott	To draft a letter to the RCoA Training Committee re: trainee research time, for co-signing by NIAA members	Next meeting
9	Health Services Research Centre	Prof Moppett	To circulate final version of HSRC data transparency document to NIAA Board and Research Council members	ASAP
13	NIAA Annual Scientific Meeting & Research Award	All ASM organisers	To plan programme for 2018 Scientific Meeting, incorporating workshop elements where possible	ASAP
		Prof Grocott	To endeavour inviting faculty to attend, and explore the possibility of adding Research Award winner to the Anaesthesia 2018 event programme	ASAP

14	NIAA Anniversary	Ms Hines	To circulate the data supplied to Dr Klein amongst Board members, to ensure it covers all relevant NIAA funding streams	ASAP
16	AOB	Ms Hines	To request suggestions for nominees for the REF 2021 exercise from RCoA Council members on the Board	ASAP