

FOUR NATIONS' MEETING MINUTES

**Minutes of the Four Nations' Meeting, held on Tuesday 6 May 2014 from
10.00am – 12.00pm via teleconference**

Present		Initials
Janice Bailie, Health and Social Care Research & Development		JB
Simone Bayes, Department of Health		SB
Claire Bond, National Institute for Social Care and Health Research, Welsh Government		CB
Louise Dunstan, National Institute for Social Care and Health Research, Welsh Government		LD
Janet Messer, Health Research Authority		JM
Alex Newberry, National Institute for Social Care and Health Research, Welsh Government		AN
Mike Stevens, Chief Scientist Office		MS
Stephen Tebbutt, Health Research Authority <i>(Secretariat)</i>		ST
Janet Wisely, Health Research Authority <i>(Chair)</i>		JW
Item	Item details	Action
1.	<p>Apologies</p> <p>None to note</p>	
2.	<p>Minutes</p> <p>The group agreed the minutes of the previous meeting were an accurate representation of the matters discussed without amendment.</p>	
3.	<p>Matters arising</p> <p><u>Date of next meeting</u> The group noted the date of the next meeting had been moved forward to 02 June 2014 at 4.00pm after the Research Governance Framework Steering Group meeting.</p> <p><u>Transparency</u> The group noted the HRA paper setting out further proposals and plans to promote transparency in research was out for comment with a deadline of 30 June 2014 for responses.</p> <p><u>Clinical Trial Regulations – Timelines</u> ST advised Sue Bourne had raised the Phase 1 group concerns regarding timelines at the CT Steering Group meeting where it was agreed a joint HRA / MHRA news story would be produced to coincide with the publication of the EU CT regulation in the official journal. Within this any misconceptions regarding assessment timelines etc. will be addressed. This will also be the start of a long term communications plan that will run throughout the period to implementation of the Regulation (expected May 2016) and beyond.</p>	
4.	UKECA business	

	<p><u>Closure of Humber Bridge REC</u> UKECA noted the Humber Bridge REC had held its last meeting and was now closed. Post approval work will be conducted by South Yorkshire REC.</p> <p><u>CTIMP metrics 2013</u> UKECA noted the metrics for information.</p> <p><u>MODREC Update</u> UKECA noted Joan Kirkbride was in the process of contacting MODREC to discuss the level of clinical trials reviewed and its recognition status.</p>	
<p>5.</p>	<p>HRA Collaboration and Development Programme</p> <p><u>Model non-commercial agreement</u> JM advised the proposed revisions from the HEI group to the model agreement had almost unanimously been accepted by the NHS group. Indemnity provisions and information regarding transfer of materials were two areas where solutions were put forward by the organisations involved in the review.</p> <p>JM agreed to circulate a summary of the discussions from all the groups involved (NHS and HEI sponsors and NHS sites) to the group. Action: JM to share summary of discussions on possible with the group</p> <p>JM agreed to share the proposed revised version with the group once the clauses have been drafted and it is ready for legal review. JM agreed to take forward discussions for legal review based on the approach Mark Lewis has been using. Action: JM to share agreement with group once revised version drafted</p> <p>JM agreed to reiterate to those involved that the draft version of the agreement should not be adopted until the revised version has been agreed and launched.</p> <p>The group agreed a discussion regarding how the agreement could be circulated for wider comment should be discussed at the next meeting. Action: ST to add to next Four Nations meeting agenda</p>	<p>JM</p> <p>JM</p> <p>ST</p>
<p>6.</p>	<p>Research Governance Framework</p> <p>ST provided an update to the group on the progress of the sub-projects of the RGF replacement programme of work.</p> <p><u>Project 1</u> The group noted Amanda Hunn had developed a paper compiling the recommendations from the working group along with a summary of the responses received plus a first draft of the HRA's response to the recommendations. This paper will be reviewed at the next RGF Steering Group meeting.</p> <p><u>Project 2</u> The group noted work is continuing to collect information on social care practices.</p> <p><u>Project 3 & 4</u></p>	

	<p>The group noted the comment period for the two projects considering risk is due to begin on 26th May.</p> <p><u>Project 5</u> The group noted a questionnaire had been developed which would seek REC perceptions of reasons given for unfavourable opinions. This would go to the June REC meetings before a similar activity will take place with a patient and public group. The comment period would likely take place in August.</p> <p><u>Project 6</u> The group noted the Proportionate consent processes project was on track. The guidance had been considered by NREAP and a workshop with patient groups is due to be held in Sheffield in June.</p> <p><u>Next Steering Group meeting</u> ST advised this would take place in June and would consider the recommendations paper from Project 1 with a full update on the other projects.</p>	
<p>7.</p>	<p>Finance charges 2014/15</p> <p>The DAs agreed to hold a conference call with Debbie Corrigan to discuss the charges.</p> <p style="text-align: right;">Action: DAs to hold conference call with DC</p>	<p>DC / DAs</p>
<p>8.</p>	<p>HRA update</p> <p><u>HRA Assessment and Approval</u> JM advised, since the approval decision had been given on the HRA Approval business case, the focus had been on getting the recruitment programme underway. The group noted the first batch of positions would be advertised this week. Most of these positions will be for fixed term project posts.</p> <p>JM advised meetings had been scheduled with the NIHR networks over the coming weeks to discuss what the implications might be and to reassure staff.</p> <p>The group queried how HRA Approval would affect DAs operationally and what the UK wide arrangements potentially could be. The group agreed more detail needs to be worked up by the HRA before discussions can be held regarding potential interface between the HRA and DAs.</p> <p>JM flagged work around a single pharmacy technical review was being conducted with CRUK through the Experimental Cancer Medicine Centre network which was UK-wide. This would provide an opportunity to test out whether certain activities such as pharmacy review might be conducted UK-wide but within different national structures and systems.</p> <p>The group queried if the research passport decision could be made centrally. JM advised for primary care a centralised process has been piloted with one set of processing accepted across England. JM advised secondary care has greater complexity but could potentially take place in the future.</p>	

	<p>JM advised Trusts had differing views regarding what pre-engagement checks needed to take place before a research passport could be given, such as CRB check, occupational health check etc. The group noted these variations were one area HRA Assessment and Approval would look to make more consistent across the country.</p> <p>JB queried if the pharmacy and radiation work was linking into the piece of work Anthea Mould had been conducting. JM advised the work Anthea was doing was focussed on local delivery and would complement the HRA's work and would continue to align.</p>	
9.	<p>Department of Health update</p> <p><u>Care Bill</u> SB advised the House of Lord's consideration of amendments was scheduled to take place tomorrow.</p> <p><u>Lisa Smedley</u> SB advised Lisa will be taking up a new role looking at NIHR contract requirements and NIHR senior leadership now the Care Bill work is coming to an end.</p>	
10.	<p>Update from Northern Ireland</p> <p><u>Progress of HSC R & D strategy</u> JB advised the consultation was due to be issued by the end of March however this has been delayed until the summer due to staffing issues.</p> <p><u>All-Ireland Hub</u> JB advised she had attended a panel in March where the Health Research Board had looked at the possibility of an all-Ireland methodology hub which would expand the methodology network into the rest of Ireland.</p>	
11.	<p>Update from Scotland</p> <p><u>Presentations</u> MS gave a presentation to the rest of the group on the new CSO Strategy and the new CSO staffing structure.</p>	
12.	<p>Update from Wales</p> <p><u>Restructuring plans</u> AN advised the Minister had signed off the restructuring document last week.</p> <p><u>R & D review</u> AN advised an external secondee was conducting a review of R & D with the first phase complete and a report due by the end of the month. AN advised it is hoped the secondment may be extended to consider some operational issues regarding how central and local workforce could potentially work better together.</p>	
13.	<p>R & D Compatibility Group update</p>	

	<p><u>Future of group</u> AN advised he had spoken with JB and Graeme Campbell who had agreed with the proposal to suspend the group in the upcoming future.</p> <p><u>Amendment work</u> A project plan is now in place for the Amendment work with a date to be agreed in June and July for a meeting for sign off.</p>	
14.	<p>Any other business</p> <p><u>RGF relevance to private non-NHS research</u> SB advised a discussion had been held at the last HRA Collaboration and Development Steering Group regarding how the existing RGF applies to private sector research taking place.</p>	
15.	<p>Date of next meeting</p> <p>02 June 2014, 4pm – 5pm</p>	