

BOPA Executive Committee Meeting
Monday 8th January 2018 12.00 till 14.00
Teleconference



Number	Agenda Item	Lead	Enclosure
17/18-025	Formal start of meeting Apologies/Not in Attendance Emma Groves, Susanna Daniels, Carl Booth and Kirsten Wicke		
17/18-026	Minutes of previous committee meetings December Minutes discussed and changes agreed netty to make a minor amendment prior to sign off. Noted that minutes were lengthy read for members, but lacking time to précises them and do reflect two days discussion.		
17/18-027	Specific Matters Arising a) Committee roles NW presented chart b) Format of committee and subcommittee meetings Subcommittee standardised Terms of Reference including reporting and responsibility agreed and will be sent round to all subgroup leads. c) Technician Representative SW to follow up prior to next meeting. d) ISOPP 2019 RD gave update. BOPA have now signed MoA and contract with Sea to Sky for ISOPP 19 London. Confirmed BOPA members to receive a discounted rate. EF and RD will attend ISOPP 18 in Shanghai. Date for ISOPP19 will be early October e) Vision for 2018/19 f) Fellowship Fellowships: this will be taken forward by the Advocacy subgroup to develop process. Two fellowships per year will be awarded. g) Treasurer Handover Authorised signatories: Helen Flint removed. RD, SW and Man-chie are 3 current signatories. Vice treasurer to replace Man-chie.		
17/18-028	2017/18 Agree new Action Log and Review of Actions IN progress for Feb meeting		
17/18-029	Membership / Succinct Secretariat Business a) 2017 Renewals Fee's (POP fees structure) b) Corporate members new agreement To update package but seek info from corporate members on what is beneficial. Action: FM and SD to develop corporate survey. c) Membership surveys SW informed the committee that it is now possible for corporate members to disseminate to only UK based members.	ALL	
17/18-030	Symposium a) 2017 Accounts summary Not provided, SW: Account summary of BOPA2017 to chase b) 2018 Planning Committee Symposium – Nick Duncan will facilitate A&R for the planning subcommittee as he is Birmingham based.	KW	

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17/18-031	<p>Education and Training Sub Committee update</p> <p>a) Update on recent activities Advanced Practitioners course planned at Royal Marsden. Intro to Oncology Planned at Royal Marsden and The Christie. Intro course will be free to members with a cancellation fee for non attendance.</p> <p>b) Draft Action Plans for 2017 See above</p> <p>c) RPS Accreditation task and finish group Ongoing</p> <p>d) CPC Congress April 2018</p>	BT/OC	
17/18-032	<p>Audit and Research Sub Committee Update</p> <p>a) Update on recent activities PC updated the workplan for the group. Website : A&R discussion forum to be created PRUK/BOPA award: Assistance required for members to complete lengthy application. PC to review with PRUK. Mentorship: Debra Robertson has been leading on this. Collaborative audit: Bruce and PC launching again for summer students. AP: PC to link this in with SM to not duplicate work.</p> <p>a) Plans for 2017 See above</p> <p>b) Planning cycle for submission of abstractions – Coms to members Abstract submission: Likely to be 2 weeks earlier than last year Abstract database: Shereen Nabhani and Jennifer Laskey developing this for BOPA abstracts.</p>	CB/PC	
17/18-033	<p>Community Pharmacy Sub Committee Update</p> <p>a) Update on formation new group 1st meeting to be planned. FM will update.</p> <p>b) Workplan for Group</p> <p>c) Workstream development</p>	FM	
17/18-034	<p>Advocacy & Publications & Consultations Sub Committee</p> <p>a) Work plan for Group</p> <p>b) Political Advocacy Role</p>	RA/IK	
17/18-035	<p>Partnership and Representation (All)</p> <p>a) Review of status with current affiliated groups SW to allocate members to the following groups, HOPA/ESOPP/ISOPP</p> <p>b) RPS: Accreditation task and finish group</p> <p>c) POP</p> <p>d) ESOP / ISSOP/ HOPA /</p> <p>e) SOPPG /Irish Group SW to write to SOPPG and suggest SM is invited to meetings SW to suggest to Irish group that FM links with them.</p> <p>f) NHS England Chemo CRG</p> <p>g) UK Chemo Board</p> <p>No updates from other meetings.</p>		

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17/18-036	Improving committee governance a) SOP's for committee business b) Financial Instructions c) standardisation of sub group documents and reporting d) Managing 2018 workplans e) Business Development	NW RD	
17/18-037	Bursary and Digital Strategy a) Update on Bursary Actives Why Health booked ASCO flights. AP : All to encourage applications prior to Jan 31st. SM discussed the marking scheme that was agreed. FM suggested stronger emphasis on digital education interest. Sponsorship from Roche agreed for Digital education. AP: All please encourage members to complete the digital survey b) Digital Health Check Website: currently still unable to add items. AP: SW to communicate problems with website to members. c) Digital Assets Account Management (twitter, you tube etc) d) EVJHaemOnc		
17/18-038	Website future management a) Current Changes/ Updates from within Committee b) Hosting maintenance contract for next 12 months c) Long term development plan		
17/18-039	Dates for 2018 Meetings Mondays 12-2pm (T-Con unless stated) 05/02/18 05/03/18 12/03/18 – Bursary/Digital Day TBC 16/04/18 30/04 -01/05 – Bursary planning meeting 14/05/17 ASCO 18 30/05 to 06/06 TBC 14/06/18 – Face to Face at Oncology Forum Birmingham		
	Wrap up and Meeting close		