

## **DRAFT Minutes of UK CFS/ME Research Collaborative Executive Board Meeting 10 April 2019**

### **Present:**

Stephen Holgate (SH) – Chair  
Jim Wilson (JM)  
Sam Bromiley (SB) – minute taker

Charles Shepherd (CS)  
Mark Taylor (MT)

Gabrielle Murphy (GM)  
Deb Brown (DB)

### **Attended by phone**

Opal Webster-Philp (OWP)  
Colin Smith (CSm)

Neil Harrison (NH)  
Chris Ponting (CP)

Jo Elson (JE)

### **Apologies**

Countess of Mar (MM)  
Patrick Chinnery (PC)

Mark Jones (MJ)  
Sonya Chowdhury (SC)

Neha Issar-Brown (NIB)  
Carmine Pariante (CPa)

	<b>Agenda Item</b>	<b>Action</b>
	<p><b>Welcome &amp; Introductions</b> SH opened the meeting and introductions made. Group wished Sonya well for her upcoming surgery.</p>	
1	<p><b>Minutes and Matters Arising</b>  All matters arising will be covered on the agenda.</p> <p><b>Decision</b> The Board approved the minutes of the last meeting as an accurate record of the meeting</p>	
2	<p><b>MRC Strategy Board</b>  MRC contacted SH at the start of the meeting saying they would be unable to attend but would arrange a call in the following week to discuss the next steps.</p> <p>Minutes from the call will be circulated and a call between board members will be organised to discuss the outcome.</p>	SB/SH
3	<p><b>CMRC Working Groups</b></p> <ul style="list-style-type: none"> <li>• Medical Education Group: NM gave an update from the first meeting of the new group, approved terms of reference and requested that the other groups feed in areas where medical education would be beneficial.</li> <li>• Priority setting partnership: SB detailed that SC had a call with the James Lind Alliance. Further details to be sent round to the board.</li> <li>• Omics and Big Data. CSm is leading this group and gave an update on the membership and discussions they have been having.</li> <li>• Mitochondrial biology: JE has arranged a meeting with Karl Morten to continue discussions around this group and move forward.</li> <li>• Immunology: CPa was unable to join the meeting for this part of the discussion.</li> </ul>	SB

	<ul style="list-style-type: none"> <li>Imaging. NH has been co-opted to lead this group and the scope was discussed.</li> <li>PR: GM agreed to take the lead with this group alongside the PAG.</li> </ul> <p>SB to send round ToR example for each group to adapt. Also board members were reminded to put themselves forward to groups.</p>	SB
4	<p><b>Conference</b></p> <p>SH proposed the conference will be in March 2020 which was agreed. SB to arrange booking the same venue which SH agreed to underwrite.</p> <p>A discussion was had over potential people to invite. It was agreed that a document be created which people can add names to which would be reviewed at a later date.</p> <p>DB offered support in the organising and planning of the conference.</p>	SB
5	<p><b>Budget</b></p> <p>SH detailed the current financial position and suggested £5,000 to cover expenses for secretariat for CMRC. Remaining money for secretariat can be paid at a later date.</p> <p>CS confirmed a further £1000 given for PAG expenses for the year however we should be looking at other avenues for this money.</p> <p>JM says there is a slight variation in the PAG expenses to what he has on his spreadsheet. He will double check his records and liaise with SB.</p>	
6	<p><b>AOB</b></p> <p>PAG gave an update on the work they are doing. CS happy to be a liaison with PAG reg science.</p> <p>SB gave an update on the work of the IAFME.</p> <p>Next meeting was confirmed for June 26<sup>th</sup></p>	

*Minutes taken by SB 10.04.19*

*Approved by SH 23.04.19*