

IN CONFIDENCE

MINUTES OF THE BTS EXECUTIVE MEETING

26 July 1993

Present: Dr McDougall
Dr Williamson
Dr Caffrey

Apologies: Dr Ouwehand
Mr Hawdon

1. Minutes of Last Meeting

The minutes of the meeting held on Monday, 19 July 1993, were accepted as a correct record.

2. Matters Arising

a) Guidelines for BTS in the UK 1993 (Red Book)

A letter has been received from Dr Wagstaff suggesting an eight week run-in time for implementation of the new Guidelines. Dr Caffrey pointed out that 'The Medical Selection of Donors' booklet is not expected in final form until at least September and it would, therefore, be impracticable to implement changes to donor selection beforehand.

ACTION: Dr Williamson

b) BBTS Meeting

Dr Williamson had received a copy of a letter from Roger Pepper to Dr Voak again requesting support for his BBTS application. This was considered and Dr Williamson will reply. It was noted that the Executive did not turn down Mr Pepper's application (see Minutes 19.7.93) nor that of any other staff member. However, there was a feeling that four representatives from any one Sector may be excessive.

ACTION: Dr Williamson

c) Health and Safety Audit

It was agreed that the presentation of the final report to Senior Staff should be delayed until September to allow for holiday absences.

d) Hepatitis B Anti Core Testing

Dr Williamson has spoken about this with Dr Gunson. Apparently the Department of Health will decide whether testing should be implemented and a decision is not expected before the end of September.

3. Visits from the National Blood Authority

- a) Mr John Adey, the new Chief Executive, wishes to visit the Centre and it was agreed that he should be accommodated as soon as possible. The first mutually convenient date is 13 September 1993.

ACTION: Dr Williamson

- b) The Personnel Manager, Mrs Anne Mather, and the IT Manager, Gary Barr, also requested a visit and 9th August 1993 is convenient for most staff members.

ACTION: Mr Hawdon

- c) Dr Gunson has a meeting with Dr Voak on 3 August 1993 to discuss ISBT matters and will also meet with Dr Williamson during that day.

4. Support for Professor J-P Allain

- a) A draft letter of support from the Executive Committee was agreed and will be sent to Mr Alasdair Liddell with copies to Sir Colin Walker, Professor Sir Keith Peters and Dr Pat Troop.
- b) Dr Caffrey brought to the meeting a letter of support received from a regular blood donor, Mr G E Hawthorne, MBE. This was welcomed and Dr Caffrey will reply thanking him. Copies will be forwarded to Professor Allain and Professor Sir Keith Peters.

ACTION: Dr Caffrey

5. Blood Packs

Dr Williamson reminded the meeting that during the financial year 1992/93 there had been significant difficulties with wet or damp blood packs resulting in the loss of bar codes. As a result 35 packs of Red Cells, 7 Platelets, 4 FFP and 36 Plasma have been lost. It was agreed that it would be appropriate for Dr Williamson to write with this information to Mr Magnus Dahl at Baxter requesting compensation for this unacceptable high loss of products.

ACTION: Dr Williamson

6. RTDs Meeting - 27 July 1993

Dr McDougall will represent the Centre and copies of the papers have been circulated amongst the Executive. These were discussed and significant points highlighted for clarification. These include:

- a) Anti HB Core as a surrogate lifestyle marker? The algorithm in the new Red Book suggests re-instatement of donors who have a protective level of anti HBs following acute infection;
- b) A directive from Brussels recommending the routine standard dose of Anti D be increased from 1,000 to 1,500 iu. It was not clear whether the intention would be to abandon the Kleihauer Test or not.

7. Implementation of Records Storage Task Force

This is chaired by Dr Martlew. A draft final report is expected in August for comments prior to publication of the final version by 2 September 1993.

8. Representation on the TTD Committee

Dr Williamson has been invited to join this Committee by Dr Wagstaff and would accept with the full support of the Executive.

9. Gene Therapy

Dr Williamson reported on a meeting with Dr Steve Russell to discuss the protocol for the production of a DNA Autovaccine against Lymphoma using gene therapy techniques. Dr Russell is keen to set this up in the Centre but constraints of GMP may prevent this within the present facilities. Dr Williamson volunteered to investigate this and to contact Brian Davis at the Medicine Control Agency.

ACTION: Dr Williamson

10. Senior Staff Meetings

Interviews for the QA Manager will take place on Monday, 2 August 1993 and, therefore, it has been agreed with Dr Rankin to postpone the Senior Staff meeting to the following week, 9 August. Whilst discussing this, Dr Caffrey requested that Mrs Bacon be included as a regular member of the Senior Staff meetings. It was agreed her previous omission had been an oversight.

11. Date of Next Meeting

The next Executive Meeting will be held in the Committee Room on Tuesday, 3 August 1993 commencing at 10.00 a.m.
The Senior Staff meeting will take place in the Committee Room on Monday, 9 August at 10 a.m.

EC/JB
27.7.93