

SAGE Process Group  
15 December 2009  
Notes of conference call  
Approved at conference call on 6 January 2009

Present at the meeting

- David Collier – DC (Golder Associates – GA)
- Stuart Conney - SC (Department of Health – DH)
- Mike Dolan - MD ( Mobile Operators Association - MOA)
- Caroline Hampden-White - CHW (CHILDREN with LEUKAEMIA – CwL)
- Pat Keep – PK (Department of Health – DH)
- Jill Meara - JM (Health Protection Agency - HPA)
- John Swanson - JS (National Grid - NG)
- Nigel Westaway - NW (Nigel Westaway Associates – NWA)

Absent: Pete Wilkinson (who had been invited and was expected)

Other acronyms:

SF=Science Forum, DWG=Distribution Working Group, PG=Process Group, MG=Main Group

1 The meeting was a conference call, Chaired by Mike. Notes were taken by John.

2 Agenda review

The Agenda as circulated by Mike this morning was agreed. David commented on the importance of not squeezing out Undergrounding and Transport.

3 Notes of 25 November meeting

Approved.

4 Actions from 25 November meeting

item 6: issue Funders' Statement to all members: done

item 7: funders to call round members of SF to talk through new proposals: done

item 8: facilitators to bring proposal for seminar to PG: still ongoing (some confusion as to who is doing it, but we agreed the action is with Caroline and David)

item 10: Nigel to talk to Adrian and think more about timescale for bringing in new members: done

item 11: Caroline to update Graham on that day's PG meeting: done

item 12: DH set up conference call facilities for today's meeting: done

5 Science Forum agenda

Nigel had distributed draft objectives and talked through them.

The Objectives were all broadly agreed. We discussed how to approach the subject of review bodies, including whether "trust" is the relevant parameter, concluding that the different criteria different bodies have used and the degree of explicitness and transparency are better handles on the issues we want to address.

Nigel had also included an agenda. John said he thought it needed more structure if the discussions were to be successful. Graham queried whether anything new would emerge. Jill thought we needed to tackle the big subjects one bite at a time and offered examples of specific sub-questions that could be used. Stuart also felt we would just flap around with the topics as presented. Caroline agreed.

Nigel said he broadly agreed.

John said he was disappointed that, despite the discussions that had taken place between PG, Funders and Facilitators over the last few months, there was not more evidence of planning for a structure in the proposed discussions. Caroline agreed.

There was some discussion as to whether we were best looking at specific evidence or at general issues of strengths and weaknesses of different types of evidence.

The Facilitators suggested that the demands for each meeting changed; that once the subject area to focus on had been clarified, constructing a discussion to achieve that would be relatively straightforward, and that previous plans did in fact provide much of what was required. Not all of this was agreed by the whole PG.

Mike invited the Facilitators to reflect on what had been said, including some of the fairly straight and unvarnished comments, and come back with a fresh proposal.

Caroline invited the Facilitators to engage more directly with members of the PG.

## 6 Main Group

Nigel led us through the Objectives he had circulated.

Members of the PG commented that the Objectives looked right, but that it was crucial to deliver them in a way that engaged the members of the MG and made them feel a part of the work. We did not want another tedious meeting where people went away thinking it had been a waste of time. We needed clearer outcomes and deliverables from the MG meeting. David and Nigel agreed. The PG were concerned that the plan for the MG should be developed in adequate time, recognising the Facilitators' view that this could not be finalised till after the January DWG and SF meetings. David offered a firmer proposal by the end of this week (specifically by close of play on Thursday).

## 7 Next meeting

We agreed an extra PG conference call 10 am Wednesday 6 January.

## 8 Undergrounding and Transport

David noted that both of these were stopped at present, and this needed to be formally recognised by the PG.

## 9 Venues

Nigel has cancelled St Alban's. PG 14 Jan is now at MOA, the remaining meetings at Etc venues Hatton Gardens.