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BAPEN OFFICE

BAPEN Office is operated and staffed by Sovereign Conference under the full instruction of the BAPEN Officers and Executive.

The BAPEN Office is directly linked to the Officers and Executive via the Honorary Secretary of the Association who has authorisation to instruct the Office on BAPEN business and requirements.

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Website: www.bapen.org.uk
Welcome to BAPEN

The British Association for Parenteral and Enteral Nutrition (BAPEN) is very pleased to welcome you to your role in BAPEN. We recognise that everyone who gives their time and effort on behalf of BAPEN is making sacrifices of one sort or another, and Council and the Officers greatly appreciate this. BAPEN could not function without your valuable contribution.

As an organization BAPEN is more complex than most. Its origins as a group of like-minded people determined to improve the support and delivery of nutritional care in the UK led to its very special structure which depends on the efforts of a truly multidisciplinary team. Each of the Core Groups continue to play an important role in the workings of BAPEN, and we remain unique in our involvement with patients and of the patient support group PINNT – itself a Core Group. We also have a close and productive relationship with the nutrition industry, and the non-commercial nature of this affiliation is something very particular to BAPEN and is greatly valued.

We have collected together a dossier of information that we thought would be valuable for recruits to our committee network, and we hope that the documents which follow will be useful to you. There are almost certainly some omissions and possibly some errors but, as things change over time, updates will be made. We should like this to be as useful a resource as possible, so please let us know of any additions or modifications that you think would be helpful, and point out any mistakes. This handbook also provides the information on the workings of our Association which is needed under Charity Commission guidance.

Lastly, although the BAPEN committees and those who serve on them are actually a friendly and sociable group, I know from personal experience that the whole procedure can sometimes seem daunting to newcomers. Please believe that you truly are welcome and that we really do want and need to know your views. After all, you have been selected by your peers precisely for this purpose. Thanks again for helping BAPEN.

Mike Stroud
June 2010
BACKGROUND

The British Association for Parenteral and Enteral Nutrition (BAPEN) was formed in 1991 as a result of recommendations made by the Kings Fund Report “A Positive Approach to Nutrition as Treatment”.

The Association is composed of six organisations, which are collectively known as the Core Groups of BAPEN: -

- The British Pharmaceutical Nutrition Group (BPNG)
- The Clinical Nutrition and Whole Body Metabolism Theme of the Nutrition Society
- The National Nurses’ Nutrition Group (NNNG)
- The Parenteral and Enteral Nutrition Group of the British Dietetic Association (PEN GROUP)
- Patients on Intravenous and Naso-gastric Nutrition Therapy (PINNT)
- BAPEN Medical

All members of these organisations can become members of BAPEN at a reduced rate. In addition, individuals can join BAPEN on payment of an annual subscription and they then become full individual members of BAPEN.

Nutritional manufacturers also play a significant part in BAPEN and have become Industry Partners with BAPEN.

OUR AIMS

The Association's aim is to improve the nutritional treatment of all sufferers from illness who have become or are likely to become, malnourished and who are unable to consume or absorb normal food in sufficient quantities to promote recovery.

To achieve this aim BAPEN will:

- Establish a Clinical Governance framework which underpins nutritional management throughout the course of a patient’s illness.
- Establish a multiprofessional/multidisciplinary research programme which enhances understanding of the pathogenesis of malnutrition, the role of nutrient substrates and evaluates the clinical application of new knowledge and technology.
- Create opportunities for enhancing knowledge and developing skills in clinical nutrition through education and training.
- Communicate the benefits of clinical and cost effective optimal nutritional care to health care professionals, policy makers, and the public.

To foster this aim the Association will:

- Set standards of clinical practice in nutritional support.
- Educate and train healthcare workers, patients and policy makers in the prevention and treatment of malnutrition during illness.
- Promote research.
THE STRATEGY

STRATEGY PROPOSALS 2005 – 2015

This is what BAPEN set out in 2005. Five years down the line some of these intentions/goals have fallen off, but we are reproducing the document to give you a flavour of BAPEN’s vision.

THE VISION :  To help ensure that those suffering from malnutrition or other nutritional problems are appropriately recognised and managed. That the recognition of BAPEN as a champion of excellence in nutritional care should greatly assist in this process.

AIMS:  To encourage the development of an integrated approach to managed nutritional care. To improve the nutritional care of people at risk of malnutrition whether in hospitals or in the community.

OBJECTIVES

1. To support individual patients and groups needing nutritional intervention
   1.1 BAPEN will listen to patients’ / carers’ nutritional concerns and will act appropriately
   1.2 BAPEN will lobby for patient centred policies relating to nutritional care
   1.3 BAPEN will promote equity of access to nutritional care for all patients

2. To establish a sound basis to enable realisation of the above objectives.
   2.1 BAPEN will initiate and maintain regular meetings with the relevant government departments, Royal Colleges, specialist societies, and other key stakeholders at national level
   2.2 BAPEN will develop a robust financial structure
   2.3 BAPEN will describe and implement a formal mechanism for raising funds for specific nutritional initiatives
   2.4 BAPEN will identify a formal administrative infrastructure

3. To raise awareness about BAPEN and its role in the healthcare agenda
   3.1 BAPEN will actively seek to increase its membership by recruiting new Affiliates and new Special Interest Groups
   3.2 BAPEN will develop a commercially viable regular publication to share and disseminate good practice
   3.3 BAPEN will develop effective links with other similar organisations while maintaining its singular position of expertise
   3.4 BAPEN will establish regular meetings at regional level to encourage networking / information sharing

4. To develop a robust and cohesive approach to information gathering about nutrition provision at national level and to identify / redress any gaps
   4.1 BAPEN will develop and seek sponsorship for the British Artificial Nutrition Survey (BANS)
   4.2 BAPEN will support FOCUS initiatives targeted at identified areas of practice so that information can be collected and disseminated
4.3 BAPEN will produce regular reports and promote national standards of practice

5 To identify which people are at risk of malnutrition

5.1 BAPEN activities, related to under-nutrition, will be fully integrated in both hospital and community settings
5.2 BAPEN will actively promote the use of a national nutrition screening tool (the ‘MUST’) throughout the healthcare community
5.3 BAPEN will ensure that its expertise and experience in the metabolic and practical management of patients with disease-related malnutrition is recognised and disseminated
5.4 BAPEN will identify and disseminate best practice in the nutritional repletion of malnourished patients of all ages

6. To provide support for multi-professional / disciplinary groups wishing to develop a clinical Nutrition Support Team (NST)

6.1 BAPEN will promote the Education and Training Committee course ‘Making Teams Work’ and other such initiatives
6.2 BAPEN will report NST activity on an ad hoc basis through the BANS initiative
6.3 BAPEN will develop standards through which NSTs can identify good practice and benchmark their own activity
6.4 BAPEN will lead other clinical governance initiatives related to nutritional intervention

7. To contribute to enhanced multi-professional education and research in clinical nutrition

7.1 BAPEN will have clearly described and appropriately funded programmes for scientific research / development
7.2 BAPEN will have an explicit development programme to enhance education and clinical practice
7.3 BAPEN will host an Annual Conference reflecting current trends in research and clinical practice.
BAPEN COUNCIL

**BAPEN FACULTY**

**FACULTY LIAISON OFFICER**

**CALDICOTT GUARDIAN**

**OTHER ORGANISATIONS**
- ESPEN
- Nutrition Society
- NICE

**LIAISON OFFICERS**

**COMMUNICATIONS & MARKETING CO-ORDINATOR**

**BAPEN COUNCIL**

**EXECUTIVE OFFICERS**

**SPECIALIST INTEREST GROUPS**
- 1 Rep from each
  - BIFA ***

**STANDING COMMITTEES** (Chairperson)
- BANS
- COMMUNICATIONS
- E&T
- MAG
- PROGRAMMES
- R&S
- REGIONAL REPS

**CORE GROUPS**
- 2 Reps from each
  - PEN Group
  - NNNG
  - BPNG
  - PINNT
  - BAPEN Medical

**ASSOCIATE ORGANISATIONS**
- 1 Rep from each
  - Primary Care Society
  - Small Bowel & Nutrition BSG
  - BSPGHAN
  - Primary Care ~ Gastro

**BAPEN MEMBERSHIP**

* Links to Executive Committee
** Communications & Marketing Coordinator links to Communications
*** Links to BANS + BAPEN Medical
Executive Officers

Honorary Chairman
Dr Mike Stroud

Honorary Treasurer
Dr Simon Gabe

Honorary Secretary
Dr Tim Bowling

Caldicott Guardian

Executive Officer
Becky White

Executive Officer
Andrea Cartwright
PHILOSOPHY

It has been agreed that, in addition to their specific tasks, all Committees will:

- Foster multi-professional working
- Emphasise a patient-centered focus
- Actively promote the development of nutrition specialists in all professions
- Focus on the importance of Nutritional Steering Committees
Revision of November 2008

Name
The name of the Association is The British Association for Parenteral and Enteral Nutrition ("the Association"), known generally as BAPEN.

Objects and Powers
The object of the Association is advancing clinical nutrition, which encompasses:

1.1:1 the relief of sickness in those who have become or are likely to become, malnourished, and who are unable to consume or absorb food in sufficient quantities to effect recovery;
1.1:2 the advancement of education of health workers of all kinds, patients, policy makers and the general public, in the importance of and the methods for, the prevention and treatment of malnutrition during illness;
1.1:3 the promotion of research into all aspects of clinical nutrition and human metabolism on condition that the results of such research are published

In furtherance of such objects but not otherwise the Association may:

1.2:1 integrate the contributions of dietitians, doctors, nurses, pharmacists, patients, industry representatives and all others concerned with the research, development, manufacture, supply, provision and consumption of enteral and parenteral nutrition to sufferers from all types of disease;
1.2:2 establish Standards of Practice in enteral and parenteral nutrition;
1.2:3 provide advice, based on a consensus opinion of the relevant professional bodies concerned with enteral and parenteral nutrition, to government, administrators, health care managers, educators, manufacturers, patients and the general public on policy for the optimal provision of nutritional care in illness;
1.2:4 liaise with organisations in other countries, which have the same or similar objectives;
1.2:5 employ and pay any person or persons not being a member of the Governing Council to supervise, organise and carry on the work of the Association and make all reasonable and necessary provision for the payment of pensions and superannuation to or on behalf of employees and their widows and other dependants;
1.2:6 co-operate and collaborate with voluntary bodies, Government departments, statutory authorities and individuals operating in similar charitable fields and to exchange information and advice;
1.2:7 arrange and provide for, or join in arranging and providing for, the holding of exhibitions, meetings, lectures, classes, seminars and training courses;
1.2:8 collect and disseminate information on all matters affecting such objects and exchange such information with other bodies having similar objects whether in the country or overseas;
1.2:9 undertake, execute, manage or assist any charitable trusts, which may lawfully be undertaken, executed, managed or assisted by the Association;
1.2:10 procure to be written and print, publish, issue and circulate gratuitously or otherwise such papers, books, periodicals, pamphlets or other documents or films or recorded tapes as shall further such objects;
1.2:11 purchase, take on lease or in exchange, hire or otherwise acquire any property and any rights and privileges necessary for the promotion of such objects and construct, maintain and alter any buildings or erections necessary for the work of the Association;
1.2:12 make regulations for the management of any property which may be so acquired;
1.2:13 subject to such consents as may be required by law to sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Association;
1.2:14 accept gifts and borrow or raise money for such objects on such terms and on such security as shall be thought fit;

1.2:15 raise funds and procure contributions to the Association by personal or written appeals, public meetings or otherwise provided that The Association shall not undertake any permanent trading activities in raising funds for the said objects;

1.2:16 invest the money of the Association not immediately required for such objects in or on such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law;

1.2:17 do all such other lawful things as are necessary for the attainment of such objects;

1.2:18 to obtain and maintain charitable status in accordance with the laws governing charitable organisations as pertaining at that time in the United Kingdom of Great Britain and Northern Ireland.

2. Membership

2.1 Membership shall be open to individuals of 18 years and over who are interested in furthering the objects of the Association and who have paid the annual subscription as determined by the Governing Council. Members shall enjoy such additional privileges as the Governing Council shall see fit from time to time to bestow. These may include but need not be restricted to preferential rates for the Association’s meetings and publications.

2.2 Core Groups

A substantial proportion of the Association’s membership is drawn from a number of specific professional and patient/carer Core Groups:

The National Nurses Nutrition Group (NNNG)
The Parenteral and Enteral Nutrition Group (PENG) of the British Dietetic Association;
The British Pharmaceutical Nutrition Group (BPNG)
Patients on Intravenous and Nasogastric Nutrition Therapy (PINNT)
BAPEN Medical
The Clinical Nutrition and Whole Body Metabolism Theme of the Nutrition Society

The members of the Core Groups shall be regarded as affiliate members of BAPEN and as such, will be entitled to receive notice of BAPEN meetings, educational events etc.

Core Group members will also be entitled to a discounted full individual membership of BAPEN (to be specified by the Governing Council), which will accord the same privileges as those with non-discounted full individual membership.

A subscription may be levied from Core Groups at the discretion of the Council with the agreement of all of the Core Groups.

2.3 Associate Organisations

The Associate Organisations of the Association are:-

The Intensive Care Society
The Small Bowel and Nutrition Section of the British Society of Gastroenterology
The British Society of Paediatric Gastroenterology Hepatology and Nutrition
The Primary Care Society for Gastroenterology.

Further Associate Organisations and additional special interest groups may be admitted at the Governing Council’s discretion.

2.4 Corporate membership

Corporate membership at varying levels shall be open to manufacturers and suppliers of products, services or publications relating to clinical nutrition who support the aims of the Association and have paid the appropriate subscription, to be determined by the Council.

Depending on the level of corporate membership, certain privileges will be made available to the Commercial Organisations at the discretion of the Governing Council. These would normally include opportunities for exhibition at the Association’s meetings and sponsorship of the
Association’s other activities, as well as contribution to educational and research initiatives. At each level of membership, these privileges will always be made equally available to each Commercial Organisation.

Corporate organisations may choose not to renew their membership at their own discretion, but it is expected that Council would normally be given at least one year’s notice of this.

3 Power of Council

The Governing Council shall have the rights and responsibilities:

3.1 to approve or reject applications for membership

3.2 for good and sufficient reason (such as serious professional misconduct or criminal activity) to terminate the membership of any individual or organisation, provided that the individual(s) person concerned or the organisation (as the case may be) shall have the right to be heard by the Governing Council before the final decision is made.

3.3 to elect the Executive Officers of the Association, and to appoint committee chairmen and other representatives of the Association as described below in Sections 4.5 and 4.6

3.4 to select members of the Association for its marks of special acclaim. These shall include but need not be limited to the bestowal of Honorary Life Membership of the Association, the award of a Roll of Honour for outstanding contribution to the Association over any given year, and the invitation to become a Member of the BAPEN Faculty as described below in Section 10.

3.5 to maintain a list of all members of the Association and to make this list available to all other members in accordance with the provisions of data protection legislation.

4. Governing Council

4.1 Subject as mentioned below the policy and general management of the affairs of the Association shall be directed by a Governing Council (‘the Governing Council’) which shall meet not less than twice a year. Full membership of the Association is a prerequisite for all Council members. When complete the Council shall have the following composition:

- Up to two members elected by each of the Core Groups
- One member elected by each of the Associate Organisations;
- The Chairmen of each of the Standing Committees that the Governing Council shall have established at any given time.
- Up to three Honorary Senior Officers
- Chairman-elect (if appropriate)
- The spokesman for the Regional Representatives
- The Editor of any regular publication of the Association
- ESPEN Liaison officer
- Honorary Chairman, Secretary and Treasurer (non-voting members)

In the event of an individual person resigning or otherwise leaving an organisation, committee or role he or she shall immediately cease to be a representative of such organisation.

4.2 Other than representatives of Core groups and Associate Organisations, the members of the Governing Council shall be appointed annually and are eligible for re-appointment normally for a maximum term of three years. Members should then normally stand down for a period of at least three years before becoming eligible for reappointment, unless elected to the position of Officer of the Association as described in Section 4.5. In the event of election to Officer, members will then be eligible to remain in post for three years from that time, but should normally then stand down for a period of at least three years before becoming eligible for reappointment to the Governing Council. Exceptions to this guidance should be made only on written request to Council, should difficulties arise.

4.3 In addition to the members so appointed, the Governing Council may co-opt non-voting members for specific tasks or purposes as defined from time to time by Council, subject to annual ratification provided that the number of co-opted members shall not exceed one quarter of the total number of members of the Governing Council in accordance with clause 4.1.
4.4 The proceedings of the Governing Council shall not be invalidated by any failure to elect, or any defect in the election, appointment, co-option or qualification of, any member.

4.5 The Governing Council shall:

4.5.1 elect from among the full Individual Members, and using the single transferable vote in the event of more than two candidates standing for a given position: - an Honorary Chairman, an Honorary Secretary and an Honorary Treasurer who shall retire annually but shall be eligible for re-election subject normally to a maximum term of office of three years. Any voting member of the Council standing for office forfeits that vote. It is not transferable. A process of succession planning should be established to ensure that the Officers retire from office over a staggered timeframe. To facilitate this, the in-coming Chair will be formally elected one year in advance of taking up the post to shadow the outgoing Chair. This individual will join the Executive for this year as Chairman-elect (with full voting rights), unless he/she is already part of the Executive. If already an Officer, namely Hon. Secretary of Treasurer, he/she will continue in this role until a successor can be found. Such a post would need formal election by the Governing Council and subsequent ratification at the next AGM. The Officers will be non-voting, except where the Chairman gives a casting vote, and will not represent a Core Group or any particular professional group. In the absence of the Chairman the Honorary Secretary would assume this role.

4.5.2 elect, using the single transferable vote in the event of more than two candidates standing for a given position, up to three Honorary Senior Officers. Any voting member of the Council standing for office forfeits that vote. It is not transferable. These Officers shall retire annually but shall be eligible for re-election subject to a maximum term of office of three years, after which these Officers must stand down from the Governing Council for a period of at least three years before becoming eligible for reappointment, unless elected to another Officer’s position within the Association. In the event of election to a second Officership, this Officer will then be eligible to remain in post for a further three years, but must then stand down for a period of at least three years before becoming eligible for reappointment to the Governing Council. A balance of the professions and disciplines shall be maintained amongst the Officers of the Association, and a process of succession planning should be established to ensure that the Officers retire from office over a staggered timeframe. The Honorary Senior Officers shall have particular managerial responsibilities to the Association for ensuring that the Association’s committees and working parties remain functional and responsive to the needs of the Association. It will normally be the case that each Honorary Senior Officer will have a portfolio concerning a group of current committees. The Honorary Senior Officers would have full voting rights at meetings of Council.

4.5.3 in its absolute discretion appoint other Honorary Officers who shall be subject to the same restrictions as the Honorary Officers appointed under clauses 4.5.2 hereof;

4.5.4 appoint a representative of the Association to ESPEN: The European Society for Clinical Nutrition and Metabolism, or other organisations in this country or abroad at its discretion

4.6 The Governing Council may appoint such special or standing committees as may be deemed necessary by the Governing Council and shall determine their terms of reference, powers, duration and composition. The Chairmen of all such committees shall have a place on the Governing Council, and all acts and proceedings of such committees shall be reported back to the Governing Council with a written report circulated before each meeting of the Governing Council. It will be the Chairman’s responsibility to engage sufficient committee members as he/she sees fit for purpose. All members of such committees must be full individual members of the Association. The Chairman shall be appointed annually and will be eligible for re-appointment normally for a maximum term of three years. The election of a new Chairman will often come from within the relevant committee. In the place of two candidates, there will be a vote of the remaining committee members, with the outgoing Chairman having the casting vote in the place of a tie. If there are no applicants for the post, Council will be informed and invitations to apply will be circulated around the full membership. Whosoever is approved by the committee then needs to be formally ratified by the Governing Council.

4.7 The elected Honorary Chairman, Honorary Secretary, Honorary Treasurer and Honorary Senior Officers of the Association shall constitute an Executive Group charged with the day-to-day affairs of the Association. This Executive Group shall meet at least every two months and shall report formally to the Governing Council at each of its regular meetings, and shall furnish a
4.8 Specified members of the Executive Group, as defined in 4.7 shall constitute the charitable Trustees of the Association. As Charity Trustees of the Association these Officers shall be responsible for the governance of the Association. Charity Trustee has the meaning prescribed by Section 97(1) of the Charities Act 1993.

4.9 The Association shall be represented at Regional level by regional representatives who shall be full individual members of the Association. The duration of office shall normally be three years. Regional representatives shall serve to promote the multidisciplinary activities of the Association in their geographical region. The regional representatives shall be represented at the Governing Council of the Association by the Chairman of this group, who shall be appointed in line with other standing committee Chairmen (see 4.5).

4.10 Each Core Group and Associate Organisation may appoint a deputy to replace its appointed representative(s), if the appointed representative is unable to attend any particular meeting of the Governing Council of the Association; and not more than two observers (who shall not be entitled to vote) agreed in advance by the Honorary Secretary to attend any such meeting;

5. Meetings of the Governing Council of the Association

5.1 The Governing Council will meet no less than 2 times in a calendar year.

5.2 The Honorary Chairman of the Association may at any time at his/her discretion, and/or the Honorary Secretary, shall within 30 days of receiving a written request so to do signed by not less than half of the Council and giving reasons for the request, call a special general meeting of the Council of which at least 14 clear days shall be given in writing by the Honorary Secretary to each member.

6. Rules of procedure at all meetings of the Governing Council

6.1 Quorum
The quorum shall in the case of any meeting of the Governing Council of the Association be three Honorary Officers including at least two of the Honorary Chairman, Honorary Secretary and Honorary Treasurer, and four additional voting Members.

6.2 Voting
Only voting members as defined in Sections 4.1, 4.3 and 4.5 shall have the right to vote at meetings of the Governing Council. Save as otherwise provided, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote. Arrangements for proxy voting may from time to time be made by the Governing Council provided that no such arrangements shall be made with regard to clauses 11 and 12. No person shall exercise more than one vote but in the case of an equality of votes the Chairman for the time being of the Governing Council (or a deputy nominated by the Governing Council) shall have a casting vote. It shall normally be the case that such a casting vote would preserve the status quo.

6.3 Minutes
Minutes shall be kept by the Governing Council and all other committees of the Association, and the appropriate secretary shall enter in the minutes a record of all attendees, proceedings and resolutions.

6.4 Standing orders and rules
The Governing Council shall have power to adopt and issue standing orders and/or rules which shall come into operation immediately provided that they shall not be inconsistent with the provisions of this Constitution.
7. **Meetings of the Association**

7.1 There shall be an annual multidisciplinary scientific meeting of the Association. The date shall be notified at least 6 months in advance in writing to all members.

7.2 Free papers to be submitted as oral and/or poster presentations will be sought. Submissions will not be limited to those from members of the Association.

7.3 Scientific communications will be selected and/or commissioned by a committee reporting to the Governing Council of the Association.

7.4 One or more prize lectures and/or other special awards may be made at the discretion of a subcommittee reporting to the Governing Council of the Association.

7.5 The annual scientific meeting is intended to generate a revenue surplus which is to be used to further the objects of the Association.

7.6 **Annual General Meeting for the Membership**

7.6.1 There shall be an Annual General Meeting of Members of the Association, normally at the time of the annual scientific meeting. This Annual General Meeting shall be held each year at such time (not being more than 15 months after the holding of the preceding Annual Meeting) and place as the Governing Council shall determine. The Annual General Meeting shall be open to all members of the Association. The date shall be notified at least 2 months in advance in writing to all members of the Association.

7.6.2 The Honorary Chairman of the Association may at any time at his/her discretion, call an extraordinary general meeting. This shall be notified to the membership in writing by the Hon. Secretary no less than 14 days in advance.

7.6.3 The Honorary Chairman shall, within 30 days of receiving a written request so to do and signed by not less than half of the Council and giving reasons for the request, call an extraordinary general meeting of the Council. This shall be notified to the membership in writing by the Hon. Secretary no less than 14 days in advance.

7.7 At the Annual General Meeting of Members of the Association:

7.7.1 there shall be a necessary quorum of at least 15 members in total;

7.7.2 there shall be a report from the Honorary Chairman of the Association on behalf of the Governing Council and the Executive Group of the Association;

7.7.3 there shall be a report on the Association’s finances from the Honorary Treasurer;

7.7.4 the members shall be asked to consider the audited accounts and to endorse the appointment of the auditor selected by the Governing Council

7.7.5 the business shall include the confirmation in office of those elected to serve as Officers by the Governing Council; and the transaction of such other matters as may from time to time be necessary.

8. **Finance**

8.1 The Association will ensure that there are appropriate structures and processes to generate and augment available income within the charitable status of the Association.

8.2 All money raised by or on behalf of the Association shall be applied to further the objects of the Association and for no other purpose provided that nothing contained in this constitution shall prevent the payment in good faith of reasonable and proper remuneration to any employee or service provider of the Association or the repayment of reasonable out-of-pocket expenses;

8.3 The Honorary Treasurer shall collect the subscriptions of the Association and ensure proper accounts of the finances of the Association are kept;

8.4 The subscriptions of the Association shall be determined from time to time by the Governing Council

8.5 The accounts shall be audited or inspected dependent on the level of income at least once a year by the auditor appointed at the Annual General Meeting of the Governing Council;

8.6 An audited statement of the accounts for the last financial year shall be submitted to the Governing Council at its Annual General Meeting.
8.7 A bank account or accounts shall be opened in the name of the Association with whichever bank as the Governing Council shall, on the advice of the Honorary Treasurer, from time to time decide. All funds of the Association should pass through this financial conduit. The Governing Council shall authorise in writing the Honorary Chairman, Honorary Treasurer and Honorary Secretary of the Association and such other signatories, as they shall determine to sign cheques on behalf of the Association. No less than two authorised signatories must sign all cheques.

9. **Trust Property**

The Association shall in writing appoint not less than three nor more than four trustees from the Executive Group described in Section 4.7 and 4.8. These trustees shall hold and administer the property other than cash of the Association subject to this Constitution and to such directions as may from time to time be made by the Governing Council. The Governing Council may from time to time by deed remove or replace any such trustee from the office of trustee. The trustees will normally consist of the Honorary Chairman, the Honorary Secretary and the Honorary Treasurer.

10. **Members of the BAPEN Faculty**

10.1 The Association will seek to appoint an Advisory Faculty of between four and six Members who shall be men and women of distinction who have made outstanding contributions to clinical nutrition in the United Kingdom. Such individuals will be selected by the Governing Council and will be invited to play a continuing role in the governance and over-seeing of the Association without the legal or day-to-day responsibilities required of charity trustees. These individuals will have the normal rights of members other than the right to hold office in the Association, but shall not be expected to pay a subscription. There shall be no fixed maximal term for Members of the BAPEN Faculty.

10.2 The Advisory Faculty would be expected to bring to the attention of the Council concerns about its future strategy, so that changes can be implemented to ensure increasing influence in the broader field of clinical nutrition.

10.3 The Advisory Faculty will have the discretion to bestow the Association’s highest award – the John Lennard Jones medal – to any such member for outstanding contribution to the Association over a long period of time.

10.3 The Advisory Faculty may seek to help to raise funds to support specified activities of the Association.

11. **Alterations to the constitution**

It is understood that the Association is a dynamic organisation and that there is a continuing review process of its activities and constitution. It is expected that the Constitution should receive formal review by its Governing Council normally at least every five years. Any alteration of this Constitution shall receive the assent of not less than two-thirds of the representatives of Members present and voting at an Annual General Meeting of Members provided that notice of any such alteration shall have been received by the Honorary Secretary in writing not less than 21 clear days before the meeting at which the alteration is to be brought forward. At least 14 clear days’ notice in writing of such a meeting setting forth the terms of the alteration to be proposed shall be sent by the Honorary Secretary to each member of the Association provided that no alteration shall be made to clauses 1, or 12 of this clause unless written permission of the Charity Commissioners or other authority shall have been obtained and no alteration shall be made which would have the effect of causing the Association to cease to be a charity at law.

12. **Dissolution**

If the Governing Council by a simple majority decides at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Association, it shall call an extraordinary meeting of all members of the Association of which meeting not less than 14 days’ notice (stating the terms of the resolution to be proposed) shall be given. If such decision shall be confirmed by a two-thirds majority of those present and voting at such meeting the Governing Council shall have the power to dispose of any assets held by or on behalf of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Association as the Governing Council may determine.
13 Notices

Any notice may be served by the Honorary Secretary on any member or its appointed representatives as the case may be.

13.1 Except where otherwise specified, any notice given under this Agreement shall be in writing and shall be delivered to the relevant party by hand, sent to that party by first-class post, or transmitted to the fax number of that party as notified by that party for this purpose, and shall be effective notwithstanding any change of address not notified.

13.2 Unless proved otherwise, a notice shall be deemed to have been received:

(a) if sent by letter, on the second Working Day after the date of posting; and

(b) if delivered by hand or sent by fax during the hours of 9.00 am to 5.00 pm on any Working Day, when left at the relevant address or transmitted (as applicable), and otherwise on the next Working Day.

14 Interpretation

For the interpretation of this constitution, the Interpretation Act 1978 shall apply as it applied to the interpretation of an Act of Parliament.

This Constitution was adopted as the Constitution of the British Association for Parenteral and Enteral Nutrition at the Annual General Meeting of Members duly convened on 4th November 2008

Signed .................................................. Honorary Chairman Date..............................

Signed .................................................. Honorary Secretary Date..............................

Signed .................................................. Honorary Treasurer Date..............................
Terms of Reference of the Executive Group

The BAPEN Constitution states the following:

‘The Governing Council shall elect from among the Individual Affiliates and Affiliates of the Founder, Associate and Corporate Organisations, and using the single transferable vote in the event of more than two candidates standing for a given position: - an Honorary Chairman, an Honorary Secretary and an Honorary Treasurer who shall retire annually but shall be eligible for re-election subject normally to a maximum term of office of three years. A process of succession planning should be established to ensure that the Officers retire from office over a staggered timeframe. These officers will be non-voting, except where the Chairman gives a casting vote, and will not represent a Core Group or any particular professional group. In the absence of the Chairman the Honorary Secretary would assume this role.’

‘The Governing Council shall elect from among its members, and using the single transferable vote in the event of more than two candidates standing for a given position, up to three Honorary Senior Officers. These Officers shall retire annually but shall be eligible for re-election subject to a maximum term of office of three years, after which Officers must stand down from the Governing Council for a period of at least three years before becoming eligible for reappointment, unless elected to another Officer’s position within the Association. In the event of election to a second Officership, this Officer will then be eligible to remain in post for a further three years, but must then stand down for a period of at least three years before becoming eligible for reappointment to the Governing Council. A balance of the professions and disciplines shall be maintained amongst the Officers of the Association, and a process of succession planning should be established to ensure that the Officers retire from office over a staggered timeframe. The Honorary Senior Officers shall have particular managerial responsibilities to the Association for ensuring that the Association’s committees and working parties remain functional and responsive to the needs of the Association. It will normally be the case that each Senior Officer will have a portfolio concerning a group of current committees. The Honorary Senior Officers would retain full voting rights at meetings of Council.

The elected Officers of the Association shall constitute an Executive Group charged with the day-to-day affairs of the Association. This Executive Group shall meet at least every two months and shall report formally to the Governing Council at each of its regular meetings, and shall furnish a written Annual Report for the Governing Council also to be presented to the Annual General Meeting of Members. The Executive Group is accountable to the Governing Council in all respects other than those in which this would conflict with their role as charitable Trustees as described in Section 4.8.

The elected Officers of the Association shall constitute the charitable Trustees of the Association. As Charity Trustees of the Association the Officers shall be responsible for the governance of the Association. Charity Trustee has the meaning prescribed by Section 97(1) of the Charities Act 1993.’

Other roles of the Executive Group as a body are as follows:

- Preparation and development of BAPEN strategy in association with Council;
- Development and progress of Council items;
- To deal with any interim issues or press enquiries;
- To discuss and hopefully resolve any sensitive BAPEN issues;
- Fulfil requirements of the Charity Commission;
- Liaise with BAPEN Faculty;
- Undertake responsibility for financial issues (including management, consideration and preparation of financial plans and finances, for discussion and approval by Council).
Terms of Reference for BAPEN Standing Committees

Current Standing Committees

British Artificial Nutrition Survey (BANS)
Communications
Education & Training
Programmes
Regional Representatives
Research & Science
Malnutrition Action Group

All Standing Committees will meet at least twice a year and prepare a report annually detailing its activity.

The BAPEN Constitution states:

‘The Governing Council may appoint such special or Standing Committees as may be deemed necessary by the Governing Council and shall determine their terms of reference, powers, duration and composition. The Chairmen of all such committees shall have a place on the Governing Council, and all acts and proceedings of such committees shall be reported back to the Governing Council with a written report presented at each meeting of the Governing Council’

It has become apparent that the terms of reference for the Standing Committees are not always clear and it was felt that it may be helpful to set these out formally for discussion and ratification by BAPEN Council.

In the case of special committees or working groups:-

- they should be established after discussion at Council;
- the Chair should be proposed by either Council or Officers and ratified by Council;
- the remit should be agreed by Council;
- In the event of retirement of the Chair or any of the members, the same rules should apply as for the Standing Committees;
- In addition to regular Council updates, a full annual report should be produced for discussion at the Council meeting preceding the AGM.

Election of Committee Chairs:

On the retirement of a Chair, nominations for a successor will be invited from among the committee members. In the event of there being more than one nominee, the successful candidate/nominee will be decided by secret ballot by committee members. If this ballot does not identify a clear successor the retiring Chair will have the casting vote.

In the event of there being no nominee from within the existing committee the retiring Chair will ask the Officers/Council to seek nominations. The existing committee will then be asked to ratify this nomination. In the event of there being more than one nominee a secret ballot will be held for the committee members. If this ballot does not identify a clear successor the retiring Chair will have the casting vote.

Election of Committee Members:

The make-up of any of the Standing Committees will be largely at the discretion of the Chairman, with the exception of the Regional Representatives, whose membership is clearly defined. Often, but not invariably, there will be representation from the Core Groups, which will be asked to nominate an individual.
On the retirement of any committee member, the departing representative will be asked to nominate a potential successor (after discussion with their Core Group, if previously elected as a representative of this body). If the retiring member is not representing a Core Group, nominations/applications will also be invited from the other committee members and from among the wider BAPEN membership (via “In Touch”). Should there be more than one applicant the existing committee members will hold a secret ballot. If this does not identify a clear successor then the Chair will have the casting vote.

**Term of office:**
Each Chair will serve for a maximum of 3 years, subject to annual review or re-election by Council and will be ratified at the Annual General Meeting of the Association.

Each committee member will serve for a maximum of 5 years. If a member fails to attend >50% of committee meetings within a year, the committee reserve the right to request an election for a replacement for that individual.
FACULTY

Professor David Silk
(Chairman)

Prof. Simon Allison

Mr Ken Cottam

Mrs Christine Russell

Dr Barry Jones

Prof. Marinos Elia
### BAPEN Officers, Executive and Council Members

**June 2010**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Organisation/Group</th>
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<tbody>
<tr>
<td>Honorary Chairman</td>
<td>Dr Mike Stroud</td>
<td>BAPEN</td>
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<tr>
<td>Honorary Secretary</td>
<td>Dr Tim Bowling</td>
<td>BAPEN</td>
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<tr>
<td>Honorary Treasurer</td>
<td>Dr Simon Gabe</td>
<td>BAPEN</td>
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<tr>
<td>Executive Officer</td>
<td>Ms Andrea Cartwright</td>
<td>BAPEN</td>
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<tr>
<td>Executive Officer</td>
<td>Miss Rebecca White</td>
<td>BAPEN</td>
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<tr>
<td>Honorary Chairman</td>
<td>Prof. Simon Allison</td>
<td>Faculty</td>
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<tr>
<td>Honorary Chairman</td>
<td>Mr Ken Cottam</td>
<td>Faculty</td>
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<tr>
<td>Honorary Chairman</td>
<td>Sue Beath</td>
<td>BSPGHAN</td>
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<tr>
<td>Honorary Chairman</td>
<td>Ms Jackie Eastwood</td>
<td>BPNG</td>
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<tr>
<td>Honorary Chairman</td>
<td>Prof. Marinos Elia</td>
<td>MAG + Faculty</td>
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<tr>
<td>Faculty</td>
<td>Liz Evans</td>
<td>NNNG Chair</td>
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<tr>
<td>Faculty</td>
<td>Prof. Bruce Griffin</td>
<td>(Theme Leader Nutrition Society)</td>
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<tr>
<td>Faculty</td>
<td>Dr Emma Greig</td>
<td>BAPEN Medical</td>
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<td>Faculty</td>
<td>Dr Susan Hill</td>
<td>BSPGHAN</td>
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<td>Faculty</td>
<td>Dr Barry Jones</td>
<td>Faculty</td>
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<tr>
<td>Executive Officer</td>
<td>Ms Winnie Magambo</td>
<td>NNNG</td>
</tr>
<tr>
<td>Honorary Chairman</td>
<td>Dr John McLaughlin</td>
<td>Science and Research</td>
</tr>
<tr>
<td>Honorary Chairman</td>
<td>Dr Penny Neild</td>
<td>Education Liaison</td>
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<tr>
<td>Honorary Chairman</td>
<td>Ruth Newton</td>
<td>Education &amp; Training</td>
</tr>
<tr>
<td>Honorary Chairman</td>
<td>Dr Jeremy Nightingale</td>
<td>Regional Representatives Committee</td>
</tr>
<tr>
<td>Honorary Chairman</td>
<td>Prof Jeremy Powell-Tuck</td>
<td>BIFA</td>
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<tr>
<td>Honorary Chairman</td>
<td>Mrs Christine Russell</td>
<td>NSW + Faculty</td>
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<tr>
<td>Honorary Chairman</td>
<td>Dr Jon Shaffer</td>
<td>ESPEN</td>
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<tr>
<td>Honorary Chairman</td>
<td>Dr Trevor Smith</td>
<td>BANS</td>
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<tr>
<td>Honorary Chairman</td>
<td>Dr Nicola Simmonds</td>
<td>BAPEN Medical</td>
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<tr>
<td>Honorary Chairman</td>
<td>Professor David Silk</td>
<td>Faculty</td>
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<tr>
<td>Honorary Chairman</td>
<td>Mr Tim Sizer</td>
<td>BPNG</td>
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<tr>
<td>Honorary Chairman</td>
<td>Ms Vera Todorovic</td>
<td>PEN Group Communications Committee</td>
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<tr>
<td>Honorary Chairman</td>
<td>Mrs Lynn Tourle</td>
<td>PINNT</td>
</tr>
<tr>
<td>Honorary Chairman</td>
<td>Mr Pete Turner</td>
<td>Programmes Committee PEN Group</td>
</tr>
<tr>
<td>Honorary Chairman</td>
<td>Mrs Carolyn Wheatley</td>
<td>PINNT</td>
</tr>
<tr>
<td>Honorary Chairman</td>
<td>Mrs Rhonda Smith</td>
<td>Communications &amp; Marketing Coordinator</td>
</tr>
</tbody>
</table>
## Standing Committees of BAPEN

<table>
<thead>
<tr>
<th>Name - Chairs</th>
<th>Address</th>
<th>Tel / Fax / Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dr Trevor Smith</strong></td>
<td><strong>BANS</strong> Institute of Human Nutrition Mailpoint 113 Southampton University Hospitals Tremona Road Southampton, SO16 6YD</td>
<td>Tel: 02380 726317 Fax: E-mail: <a href="mailto:Smith2@suht.swest.nhs">Smith2@suht.swest.nhs</a>.</td>
</tr>
<tr>
<td><strong>Ms Vera Todorovic</strong></td>
<td><strong>Communications</strong> Dietetic Services Manager Dept. Nutrition &amp; Dietetics Bassetlaw Hospital Kilton Hill, Worksop, Notts, S81 0BD</td>
<td>Tel: 01909 500990 Ext: 2773 Fax: 01909 502809 Email: <a href="mailto:Vera.Todorovic@dbh.nhs.uk">Vera.Todorovic@dbh.nhs.uk</a></td>
</tr>
<tr>
<td><strong>Mrs Ruth Newton</strong></td>
<td><strong>Education &amp; Training</strong> Pharmacy Product Manager North Staffs Hospital NHS Trust Stoke-on-Trent North Staffs ST4 6QG</td>
<td>Tel: 01782 552290 Fax: 01782 552916 Email: <a href="mailto:ruthnewton@yahoo.com">ruthnewton@yahoo.com</a></td>
</tr>
<tr>
<td><strong>Mr Pete Turner</strong></td>
<td><strong>Programmes</strong> Senior Dietitian, Dept Nutrition and Dietetics, Royal Liverpool University Hospital, Prescot St, Liverpool L7 8XP</td>
<td>Tel: 0151 706 2121 Fax: 0151 706 5840 Email: <a href="mailto:peter.turner@rlbuht.nhs.uk">peter.turner@rlbuht.nhs.uk</a></td>
</tr>
<tr>
<td><strong>John McLaughlin</strong></td>
<td><strong>Research &amp; Science</strong> GI Sciences Manchester University School of Translational Medicine Clinical Sciences Building Salford Royal Hospitals NHS Foundation Trust Salford M6 8HD</td>
<td>Tel: 0161 206 5147/4362 Fax: 0161 206 4364 Email: <a href="mailto:john.mclaughlin@manchester.ac.uk">john.mclaughlin@manchester.ac.uk</a></td>
</tr>
<tr>
<td><strong>Dr Jeremy Nightingale</strong></td>
<td><strong>Regional Representatives</strong> Consultant Gastroenterologist St Mark's Hospital, Watford Road Harrow, Middlesex HA1 3UJ</td>
<td>Tel: 020 8235 4177 Fax: 020 8235 4001 Email: <a href="mailto:Jeremy.nightingale@nwlh.nhs.uk">Jeremy.nightingale@nwlh.nhs.uk</a></td>
</tr>
<tr>
<td><strong>Prof Marinos Elia</strong></td>
<td><strong>Malnutrition Action Group</strong> Prof. of Clinical Nutrition &amp; Metabolism Institute of Human Nutrition Level F (113) Southampton General Hospital Tremona Road Southampton SO16 6YD</td>
<td>Tel: 0238 079 4277 Fax: 0238 079 4277/0208 342 8308 Email: <a href="mailto:elia@soton.ac.uk">elia@soton.ac.uk</a></td>
</tr>
</tbody>
</table>
British Artificial Nutrition Survey (BANS)

CHAIR
Dr Trevor Smith
Dr Janet Baxter
Prof Marinos Elia
Carole Glencorse
Henry Gowen
Dr Barry Jones
Amanda Hirst
John Kennedy
Jamil Khair

SECRETARY
Anne Micklewright
Winnie Magambo
Dr Rebecca Stratton
Phil Townsend
Carolyn Wheatley
Sarah Zeraschi
Scottish Reporter - TBC
Northern Ireland Reporter – TBC

Terms of Reference

1. **Background**

   BANS has been operating as a national audit since 1996. Its continuance depends on a network of NHS reporters who supply data about patients receiving home enteral and parenteral nutrition and to a lesser extent about nutrition support activities in hospital. Data are submitted by Reporters largely in paper format to Streets Heaver Healthcare Computing, an independent company who manage the BANS data base. However for the past three years an electronic version ‘E-BANS’ has been under development and will be fully rolled out in April 2010 when paper submission will cease.

   Patient data submitted to BANS has been pseudo-anonymous since its inception and consent from patients has not been required. However, the Data Protection Act 1998\(^1\) required patient consent for patient information to be held on data bases such as BANS.

   Over the last three years under the auspices of NIGB (National Information Governance Board formerly PIAG (Patient Information Advisory Group)), the BANS committee have been looking at options to maintain BANS legality. During 2008 feedback from Reporters, supported by the reduction in reporting of data\(^2\) clearly indicated that obtaining consent from large groups of patients was not feasible. It has been agreed with NIGM that BANS will continue to collect non-consented data providing changes are made to further anonymise individual patients.

2. **Overall Aim of BANS:**

   To audit nutrition support modalities across the United Kingdom and to publish national and regional findings on an annual basis and provide ad hoc reports as required by interested parties.

3. **Specific Objectives:**

   S.1  To monitor at national and regional level the growth of artificial nutrition support in hospitals and the community
   S.2  To track treatment outcomes
   S.3  To establish the structure of artificial nutrition support services (ANS) in the UK
   S.4  To identify problems associated with the use/lack of ANS
   S.5  To assess standards of care
   S.6  To publish an annual report and articles for the medical literature that brings these findings into the public domain
   S.7  To review practice against accepted guidelines.

4. **Operational Objectives:**

   O.1  To set up a contract to develop and manage e-bans with Streets-Heaver
Healthcare Computing on annual basis
O.2 To maintain and develop a user-friendly electronic database which collects data sets relating to the provision of: enteral nutrition, parenteral nutrition and as required by HIFNET
O.3 To develop a Reporter Network with coverage across 85% of NHS service-provider organisations
O.4 To support and encourage reporters to provide accurate and timely data
O.5 To elicit Reporter feedback to ensure E-BANS is fit for purpose through the BAPEN website, E-BANS and annual BAPEN conference
O.6 To maintain patient anonymity and confidentiality at all times
O.7 To produce an annual report which, is published on BAPEN website and circulated widely to influential and interested personnel
O.8 To produce ad hoc reports as requested by individuals/organisations (non reporter organisations will be charged at a rate related to the complexity of the report).
O.8 Present findings at BAPEN Annual conference

5. **Accountability:**
BANS Committee is accountable to BAPEN Council and liaises through BAPEN Executive.
- The Chair (or an appointed deputy) will attend BAPEN Council meetings and submit a written annual report to Council in September of each year.
- Minutes from each BANS meeting will be forwarded to the BAPEN Honorary secretary (tim.bowling@nuh.nhs.uk) and BAPEN Office

6. **BANS Committee:**
The committee will comprise the following members from:
BAPEN Founder Groups: (8)
- BAPEN Medical (1 adult and 1 children’s senior medical clinician)
- BPNG (pharmacist),
- Industry group (member to represent all industry groups for a period of 2 years)
- PEN Group of the BDA (adult dietitian)
- PINNT (patient),
- NNNG (1 adult and 1 children’s Nutrition Nurse),
Representatives from other Organisations: (4)
- Streets-Heaver Healthcare Computing
- BIFS (British Intestinal Failure Survey)
- ESPEN HANS
- Academia
Reporter Representation (4)
- One Reporter from each UK constituent countries – at least one of whom should work in Children’s services.

- The Chair and Honorary Secretary will be appointed from the above membership by the committee with the approval of BAPEN executive for an initial term of 3 years
- All members have a right to vote
- Members will be expected to attend at least 2 out of 3 meetings per year except in exceptional circumstances when a deputy should be briefed to attend.
- Ex members of the group who wish to continue to receive minutes will be consulted on matters of joint interest.

7. **Frequency of meetings:**
Three full committee meetings per year will be arranged. Interim Sub-group meetings may be required but where possible will be ‘virtual meetings’

8. **Agenda items**
Agenda items should be forwarded to the Secretary two weeks prior to the meeting dietqueen186@hotmail.com

Apologies to be directed as above if possible one week before a meeting to enable accurate catering arrangements to be made
References:


Communications & Liaison Committee

CHAIR
Vera Todorovic
Rhonda Smith
Liz Evans
Lucy Thompson
Carole Glencorse
Rick Wilson

Aims
To focus on delivering internal and external communications together with the media/PR Officer of BAPEN.

Terms of Reference
- Responsible for co-ordinating and developing the principal channels of communication for the Organisation. These include:
  - The website
  - InTouch and e-Touch
  - Digital intouch
- Managing the contract for the newsletters including reviewing performance during the contract period.
- Planning the display boards and establishing marketing resources required for the annual meeting having agreed with Exec/ Council the key messages to focus on and the content that should be included
- Work with the PR and media officer on initiatives to promote BAPEN membership
- Act as part of the ambassadorial team of BAPEN at meetings and events where BAPEN representation is required
- Work with the education committee and other relevant BAPEN Committees on identifying educational resources and materials which would be of benefit to the membership
- Take responsibility as Guardian of the Corporate image and manage the corporate identity of the Organisation.
- Reports to Exec quarterly and Council as required by Exec
- Quorum for meetings: At least 3 members
- 3-4 meetings to be held each year

Membership
1 representative from each of the following
- PENG
- NNNG
- BPNG
- PINNT
- Industry
- Regional Reps
- BAPEN Education
- Media Officer
- In attendance: editors of In Touch
Education & Training Committee

CHAIR
Ruth Newton
Ann Marie Nunwa
Rachel Broughton
Tim Sizer
Sheldon Cooper
PINNT representative - vacant
Dr Ruth McKee

Aims
To support BAPEN council in delivering the BAPEN vision and strategy for the next 10 years by ensuring that best practice is achieved by the provision of internal and endorsing externally provided educational tools.

Terms of Reference
1) Each member of the BAPEN E&T committee, by their presence on the committee, represents their professional/carer group; these include NNNG, BAPEN Medical, PENG, BPNG and PINNT.

2) To contribute to the activities of the Programs Committee of BAPEN in the selection of abstracts for the annual conference and to contribute to the judging of submissions.

3) To develop key educational tools to support projects produced by BAPEN and identify opportunities to educate BAPEN members for multi-disciplinary training.

4) To develop and maintain a page on the BAPEN website which aims to inform BAPEN members of current educational activities. The aim being to ensure best practice is promoted.

5) To award BAPEN endorsement to suitable educational tools presented to the committee. This process will consider both educational and information tools.

6) The E&T committee will endeavor to provide multi-disciplinary training tools via its annual conference and the regional representative network to nurture and develop Nutrition Support Teams.

7) Support any educational remit given by council.

8) Liaise with the Officers via the Educational Liaison lead for the organization.
Programme Committee

CHAIR
Peter Turner

SOVEREIGN CONFERENCE
Jennie Mort – Conference Organiser

Jane Fletcher (NNNG)
Ruth Newton (Ed & Training)

Prof Gary Frost (Nutrition Society)
Carolyn Wheatley (PINNT)

Joanna Sayer (BAPEN Medical)
Prof John McLaughlin (Research & Science)

Tony Murphy (BPNG)
Rhonda Smith
(BAPEN Marketing & Communications)

Aims
To Support BAPEN Council in delivering the BAPEN strategy 2005 – 2015 by contributing to activities which facilitate the achievement of objectives – in particular:

7 To contribute to enhanced multi-professional education and research in clinical nutrition

7.3 BAPEN will host an Annual Conference reflecting current trends in research and clinical practice

Terms of Reference
1. Each member of the BAPEN programmes committee will represent their professional group i.e. PENG, PINNT, NNNG, BPNG, BAPEN Medical or Nutrition Society. They will communicate their group’s suggestions for conference content and report back the committee’s activities.

2. To facilitate the development of a conference programme relevant to multi-professional groups working in all areas of health care.

3. To organise appropriate speakers for symposia.

4. To liaise with Sovereign Conference in selecting the most suitable venue for the conference.

5. To liaise with the Research and Science committee in the selection of abstracts for the conference.

6. To assist Sovereign Conference in promoting the conference through the provision of copy and information.

7. To Liaise with BAPEN communications in promoting the conference and providing post conference copy.

8. To assist Sovereign conference in organising the annual dinner.

9. To contribute to the programme of other organisations’ conferences if requested by council
Research & Science Committee

CHAIR
Prof John McLaughlin
Prof Philip Calder
Dr Sue Green
Dr Susan Hill
Anne Holdoway

Dr Simon Lal
Dr David Lloyd
Dr Liz Williams
Dr Liz Williams
Christina Wong

Aims
To support BAPEN council in delivering the BAPEN vision and strategy 2005-2015 by contributing to activities which facilitate the achievement of the objectives, particularly:

7. To contribute to enhanced multi-professional education and research in clinical nutrition
   7.1 BAPEN will have clearly described and appropriately funded programmes for scientific research / development
   7.2 BAPEN will have an explicit development programme to enhance education and clinical practice
   7.3 BAPEN will host an Annual Conference reflecting current trends in research and clinical practice

Terms of Reference
1) Each member of the BAPEN R & S committee to represent their professional group (Nutrition Society, NNNG, BAPEN Medical, PENG, BPNG) and communicate committee’s activities.

2) To contribute to the activities of the Scientific Programme Committee of BAPEN in the selection of abstracts for the annual conference and to take conduct the judging of submissions for research funding awards associated with BAPEN (e.g. the Nutricia Fellowship).

3) To develop a programme of education and identify opportunities to educate BAPEN members in research methods.

4) To develop and maintain a page on the BAPEN website which aims to inform BAPEN members of current and recent research activity of members. The key goal is to enhance both quality and activity in research undertaken and in evaluation of practice by:
   - providing information on publications and research projects in which BAPEN members have been or are involved
   - providing and disseminating information to members on relevant sources of funding for research
   - to support Term (3) website developments might include resources or links concerning research governance, Good Clinical Practice, ethical issues and COSHH requirements.

5) The committee will also consider ways in which to promote and enhance the activities of new researchers and of the currently small group of scientific members of BAPEN who are not registered healthcare professionals.
<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Tel / Fax / Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHAIR</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Dr Jeremy Nightingale         | Consultant Gastroenterologist  | Tel: 020 8235 3177  
| (North Thames)                |                                | Fax: 020 8235 4001  
|                               |                                | Email: Jeremy.nightingale.nwlh.nhs.uk                                            |
| Winnie Magambo                | Nutrition Nurse                | Tel: 029 2074 6393  
| (Wales)                       |                                | Email: winnie.magambo@cardiffandvale.wales.nhs.uk                               |
| Ms Alison Fairhurst           | Nutrition Support Dietitian    | Tel: 01384 244017  
| (West Midlands -Joint)        |                                | Fax: 01384 244017  
|                               |                                | Email: alison.fairhurst@dgoh.nhs.uk                                              |
| Ms Sue Merrick                | Dietitian & Team Leader for    | Tel: 01902 643183  
| (West Midlands -Joint)        | Nutrition Support              | Fax: 01902 644945  
|                               |                                | Email: sue.merrick@rwh-tr.wmids.nhs.uk                                            |
| Judith McGovern               | Nutrition Nurse Specialist     | Tel: 01603 286286 bleep 0554  
| (Eastern - Anglia)            |                                | or 01603 287159  
|                               |                                | Fax: 01603 288608  
|                               |                                | Email: Judith.mcgovern@nnuh.nhs.uk                                               |
| Ms Carole Glencorse           | Head of Nutritional Services   | Tel: 01628 644163  
| (Industry Liaison)            |                                | Fax: 01628 644510  
|                               |                                | Mobile: 07818 427 905  
|                               |                                | Email: carole.glencorse@abbott.com                                              |
| Dr Paul Kitchen               | Consultant Gastroenterologist  | Tel: 01634 830000  
| (South East)                  |                                | Fax: 01634 833922  
|                               |                                | Email: paul.kitchen@medway.nhs.uk                                               |
| Dr Stephen Lewis              | Consultant Gastroenterologist  | Tel: 01752517611  
| (South West)                  |                                | Email: sjl@doctors.org.uk                                                       |
| Mr Peter Austin               | Senior Pharmacist              | Tel: 02380 796 090  
| (South)                       |                                | Fax: 02380 794 344  
|                               |                                | Email: peter.austin@suht.swest.nhs.uk                                            |
| Dr Sharon Madigan             | Community Dietitian            | Tel: 02890 944 500  
| (Northern Ireland)            |                                | Fax: 02890 311 353  
|                               |                                | Email: sharon.madigan@ntlworld.com                                              |
| Dr Janet Baxter               | Manager of National Managed    | Tel: 01382 425 697  
| (Scotland)                    | Clinical Networks              | Fax:  
<p>|                               |                                | Email: <a href="mailto:janelbaxter@nhs.net">janelbaxter@nhs.net</a>                                                      |</p>
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Tel</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Simon Lal (North West)</td>
<td>Consultant</td>
<td>0151 529 8387</td>
<td><a href="mailto:simon.lal@srft.nhs.uk">simon.lal@srft.nhs.uk</a></td>
</tr>
<tr>
<td>Barbara Davidson (North East)</td>
<td>Senior Dietitian</td>
<td>0191 244 8358</td>
<td><a href="mailto:barbara.davidson@nuth.nhs.uk">barbara.davidson@nuth.nhs.uk</a></td>
</tr>
<tr>
<td>Mr Rick Wilson (South Thames)</td>
<td>Director Dietetics &amp; Nutrition</td>
<td>020 3299 9000 x 2811</td>
<td><a href="mailto:rick.wilson@kch.nhs.uk">rick.wilson@kch.nhs.uk</a></td>
</tr>
<tr>
<td>Melanie Baker (Trent)</td>
<td>Senior Specialist Dietitian</td>
<td>0116 258 6988</td>
<td><a href="mailto:melanie.baker@nhl-tr.nhs.uk">melanie.baker@nhl-tr.nhs.uk</a></td>
</tr>
<tr>
<td>Marion O'Connor (Thames Valley)</td>
<td>Nutrition Support Dietitian</td>
<td>01865 221 702/3</td>
<td>marion.c’<a href="mailto:connor@orh.nhs.uk">connor@orh.nhs.uk</a></td>
</tr>
</tbody>
</table>

Terms of Reference

Remit of BAPEN Regional Representative

i) To improve the nutritional care of all patients within the region by providing a forum for education and training about malnutrition (its prevention, detection and treatment) in line with BAPEN’s strategy and local needs.

(ii) To help raise awareness about the role of malnutrition in those health care workers who are largely unaware of its relevance to their practice.

(iii) To facilitate/advise any group within the region planning an educational event about nutritional care and be able to advise on suitable speakers.

(iv) To be a media contact point for any "breaking" stories and to inform healthcare workers within the region about current major issues relating to malnutrition. This will usually be under the guidance of BAPEN.

(v) To keep a list of names / addresses of all those within the region with an interest in malnutrition and to keep a list of hospitals within the region that have nutritional support teams.

(vi) To promote BAPEN and its aims within the region, encourage people to join BAPEN and to generate surplus income to contribute to the charitable aims of BAPEN.

Process

Regional Representatives are encouraged to hold regional +/- local educational meetings, ideally one main meeting per region per year. The most common and recommended type of meeting is a BAPEN branded meeting, and less commonly a meeting with BAPEN approval.

1. **BAPEN branded meetings**

These are the type of meetings preferred by BAPEN and the following procedure should be carried out

- When planning the meeting the Regional Representative should prepare a draft budget (room costs, expected numbers, sponsorship and proposed charges including VAT) and submit it in writing to the BAPEN Treasurer. Meetings should aim to generate a surplus and never run in debit.
VAT must be charged on registration fees and commercial sponsorship. Estimated costs should be stated gross (incl VAT).

The BAPEN Office should be notified of the event and will assist by handling all payments for advertising, room hire, catering, speakers’ travel/honorarium etc. However the prices should be negotiated and agreed by the regional representative.

All invoices should be sent to the BAPEN Office for payment making it clear to which regional meeting they relate. Details of any commercial sponsorship should also be given to the BAPEN Office.

Cheques for registration fees and any sponsorship money should be made payable to BAPEN, collected by the Regional Representative, listed on an events sheet and sent to the BAPEN Office for payment into the BAPEN account.

After the meeting a balance sheet should be prepared showing income against expenditure and any surplus made.

All costs will be accounted for by the BAPEN Office and be attributed to the activity in each region. 50% of surplus money from the meetings may be used within the region at its representatives discretion, the other 50% is retained within the BAPEN account.

A summary sheet will be prepared at the end of each financial year showing the total income and expenditure of the Regional Representatives and submitted for audit as part of the BAPEN accounts for that year.

**The BAPEN Office may:**

a) Help with finding and booking a venue  
b) Advertise the meeting (with direction from the Regional Representative)  
c) Obtain and/or manage any sponsorship (with direction for the Regional Representative)  
d) Produce delegate packs if required and supply a selection of BAPEN materials  
e) Handle payments and enter details of income and expenditure into BAPEN accounting systems.

**The Regional Representative will be responsible for:**

a) Preparing the budget for the meeting,  
b) Design of the programme and contacting the speakers  
c) Obtaining BAPEN RECOGNITION for the meeting from the Education and Training Committee  
d) Obtaining CME/CPD approval from the relevant professional organisations  
e) Liaison with speakers  
f) Advertising the meeting in In Touch and BAPEN News  
g) Liaison with the BAPEN Office  
h) Liaison with venue re organisation of event (this may be done jointly with BAPEN Office)  
i) Troubleshooting  
j) Acting as main organiser on the day of the meeting  
k) Producing feedback to BAPEN (including to Chair of Regional Representatives and via” In Touch” Newsletter)

**Small “workgroup or tutorial” style meetings**
The above process should still be followed but these meetings are likely to be free for delegates or run at cost, thus there may be no profit for BAPEN. BAPEN recognition may be sought and a cost for this negotiated.

**Meetings with BAPEN recognition**
The local representative would be responsible for all organisational issues. BAPEN RECOGNITION should be sought from the Education and Training Committee for a cost of £100.00. BAPEN materials/resources may be purchased from the BAPEN Office for use at the meeting.
The representative may arrange the finances in one of 2 ways

1. A Hospital/University postgraduate sub fund or charity. There is no interest to pay on the money held but there may be administration costs.
2. Set up a bank account (without BAPEN name e.g. Region-Nutrition). Need a chairman, secretary and Treasurer and least one other to make a committee. There also need to be minutes of at least one meeting. Surplus will be liable to 20% Corporation tax from 1 April 2007 (21% in 2008 and 22% in 2009) (aim to be at zero or below). Interest will go to the account but an accountant may be needed to help fill in forms each year (approx cost £200-300/year). No VAT needs to be charged from delegates for the meetings (assuming less than £64,000.00 turnover). This system is the most complex and not recommended by BAPEN though does give the greatest financial independence to the region.

For a local meeting with BAPEN recognition the Regional Representative and the postgraduate office or charity will be controlling the meeting and will have organisational responsibilities. These will include:

- **a)** Programme design and contacting the speakers
- **b)** Location booking (including food, hotel rooms and entertainment)
- **c)** Obtaining BAPEN recognition
- **d)** Obtaining CME/CPD approval from the relevant professional organisations
- **e)** Advertising the meeting
- **f)** Obtaining sponsorship
- **g)** Producing delegate packs including evaluation forms
- **h)** Acting as main organiser on the day of the meeting and troubleshooting
- **i)** All accounting and assuming the financial risks for the meeting
- **j)** Producing feedback to BAPEN (including to Chair of Regional Representatives and “In Touch” Newsletter)

**Other meeting types**

**Independent meetings**

BAPEN will have no association with meetings that have been undertaken by a Regional Representative that do not have BAPEN recognition or bear the BAPEN logo. These meetings are not encouraged.

**Industry run meetings**

As individuals, BAPEN Regional Representatives may be involved in developing or running nutritional meetings together with industry. In this situation the company takes the risk of the meeting and any profit or loss will fall to the company. In these situations the Education and Training Committee of BAPEN will charge for BAPEN endorsement for these meetings. This will be a fixed charge of £500.00 in the first instance which will be reviewed annually.

**Terms of Office**

Each regional representative is proposed by the region and serves for a term determined by the region (usually about 5 years). The chairman of the regional reps is selected by the regional representatives and serves for 3-5 years.

**Composition of the Regional representatives committee**

Chairman (one of regional reps)  
Secretary (one of regional reps)  
Industrial rep (chosen by industry)  
One or more (at Chairman’s discretion) representative from each of the 14 regions  
Any one else invited by the chairman.
Malnutrition Action Group

CHAIR
Prof Marinos Elia
Kirstine Farrer
Christine Russell

Dr Rebecca Stratton
Vera Todorovic
Core Groups

The British Pharmaceutical Nutrition Group (BPNG)
www.bpng.co.uk

The National Nurses' Nutrition Group (NNNG)
www.nnng.org

The Nutrition Society
Clinical Nutrition and Whole Body Metabolism
Theme of the Nutrition Society
www.nutritionssociety.org

The Parenteral and Enteral Nutrition Group of the British Dietetic Association (PEN Group)
www.peng.co.uk

PATIENTS ON INTRAVENOUS AND NASO-GASTRIC NUTRITION THERAPY (PINNT)
www.pinnt.co.uk

BAPEN MEDICAL
www.bapen.org.uk
The benefits of BPNG membership include:

- Networking with peers in your speciality
- Opportunities to compare ideas and exchange information with others
- Access to international leaders in the field
- Opportunities to meet suppliers/manufacturers in a non-commercial forum
- Access to Computer Learning Package for training purposes
- Regular publications including twice yearly issues of the group newsletter 'Feeding Times' and periodic policy documents
- A forum to present research/audit/case studies and ideas
- Annual Symposium
- Access to Members' areas of the website

How else do I benefit from joining the BPNG?

- Affiliate membership of the British Association for Parenteral & Enteral Nutrition (BAPEN)
- Reduced subscription for the European Society of Parenteral & Enteral Nutrition (ESPEN)

For further information visit the website:  www.bpng.co.uk
The objectives of the NNNG are to promote education in nutrition and related subjects for members of the nursing profession, for the public benefit, and especially for the benefit of patients in the hospital and community.

In addition to the above, the NNNG may:

- Promote an increased awareness amongst nurses of disease related malnutrition and its consequences.
- Provide opportunities for members to meet together for the purpose of discussing matters of common interest concerning disease related malnutrition.
- Promote activities which will assist members working in the field of nutrition support to increase their knowledge and enhance their contribution to this subject.
- Raise funds and incite and receive contributions from any person or persons what so ever by way of subscription, donation and otherwise provide that the National Nurses Nutrition Group shall not undertake any permanent trading activities in raising funds for its charities objects.
- Promote the role of the Nutrition Nurse Specialist within a multi-disciplinary nutrition support team.
- Do all such other lawful things as shall further the above objects.

For further information visit the website:  www.nnng.org
About the Nutrition Society

The Nutrition Society was established in 1941 ‘to advance the scientific study of nutrition and its application to the maintenance of human and animal health’.

Highly regarded by the scientific community, the Society is the largest learned society for nutrition in Europe. Membership is worldwide but most members live in Europe.

Membership is open to those with a genuine interest in the science of human or animal nutrition.

Benefits of membership include:

- Copies of the Society's biannual newsletter The Gazette with information about Society business, nutrition news, and the Listings of forthcoming meetings organised by the Society and other meetings of interest to nutritionists.
- Free membership of regional sections.
- Mailing of notices giving full details of each meeting.
- Access to the members' page on the Nutrition Society website and to the Nutrition Society Forums site
- Eligibility to apply for travel grants to attend the Society's scientific meetings or other nutrition conferences (after 2+ years membership).
- Reduced registration fees at scientific meetings organised by the Society.
- Opportunity to present original communications at meetings. Abstracts of these communications (about 400 words) are published in the Proceedings of the Nutrition Society which has a high impact factor.
- Free copies of The Proceedings of the Nutrition Society, six issues per annum.
- Reduced subscription to:
  - British Journal of Nutrition, twelve issues per annum;
  - Nutrition Research Reviews, two issues per annum and
  - Public Health Nutrition, six issues per annum
- Clinical Nutritionists and others interested in clinical nutrition are entitled to join BAPEN (British Association for Parenteral and Enteral Nutrition) at a reduced rate.
- Student membership is available at a nominal charge to full-time, unsalaried students in the European Union.
- Reduced subscriptions for two years after former student members graduate.
- Reduced subscription if you live in a low-income country.
- Members with special circumstances may be eligible for reduced subscriptions.
- Reduced subscription for retired members with longstanding continuous membership of the Society.

For further information visit the website: www.nutritionsociety.org
The PEN Group organises an ongoing programme of training and publications designed to support all members of the BDA involved in treating clinical malnutrition. For those of you who join the PEN Group there are also a wide variety of additional benefits:

- 2 clinical meetings per year (one at BAPEN), at reduced price for members
- Automatic membership of BAPEN, plus dietetic representation at BAPEN
- Reduced price membership of ESPEN and if you join you will receive Clinical Nutrition
- 2 copies a year of PenLines
- Free copy of the PEN Group student training guidelines
- PEN Group publications at a reduced price
- A copy of the PEN Group Constitution on joining PEN Group
- The opportunity to win one of four awards for £250 for an outstanding piece of original work which will then be presented at BAPEN
- The opportunity to win a bursary for a research or audit proposal examining evidence based practice and/or the role of the dietitian in treating clinical malnutrition
- **New Information/Innovations on their way:**
  - Library books and possibly CD Rom library. Is there a book you want? Soon you will be able to send us the details and we will consider buying it and loaning it out.
  - Consensus statements on contentious issues
  - Results of survey on the use of the PEN Group Standards
  - PEN Group Business Plan 4 Rolling Tier 2 level training on Home Nutrition, TPN, and ITU as a follow on to the Clinical Update

For further information visit the website:  www.peng.co.uk
Our aims are:

• to promote greater understanding of the therapies amongst patients, potential patients and the medical profession.

• to provide contact between patients, to try and eliminate some of the problems that come with treatment (particularly when it is carried out at home).

• to encourage membership, so that we can provide more services to patients.

Over the years we have not only brought together patients from all over the UK, but also doctors, nurses and other healthcare professionals working in the field of artificial nutrition worldwide.

For further information visit the website:  www.pinnt.co.uk
BAPEN Medical

Members as at January 2010

Chair
Dr Emma Greig
Dr Joanne Sayer

Secretary
Dr Nicola Simmonds
Dr Clare Donnellan

Treasurer
Dr Michael Colley
Dr Sheldon Cooper

Simon Lal
Ruth McKee

David Lloyd
Dr Jeremy Woodward

BAPEN Medical was formally convened at the BAPEN annual meeting in November 2004.

The new group will function within BAPEN, in close collaboration with the BAPEN founder groups, and will be a way for doctors and others to join BAPEN.

Its membership will be open to any applicant prepared to pay a modest annual fee, who has an interest in BAPEN and who is either medically qualified or who is active within the field of interest. Membership will broadly be at the discretion of its elected committee. Those clinicians and non-clinicians previously in CNMG and now part of the Nutrition Society interest group will be most welcome within this group and there is no reason why those who wish should not be a member of both. The new group will aim to share meetings as far as possible with the founder groups particularly those active in the previous CNMG and also to develop joint meetings with other medical societies.

It will communicate primarily by email and plans to run a separate research and development orientated meeting of its own each year. The new group should be seen as a home within BAPEN for those with a primarily medical interest. It can help foster BAPEN links with other medical societies and help broaden the medical commitment to BAPEN.

For further information visit the website: www.bapen.org.uk
BAPEN Industry Partners

BAPEN welcomes companies whose business is ‘Nutrition’ to become an Industry Partner. Over the years this has proved productive for all concerned. BAPEN has benefited from the knowledge of our Industry Partners in addition we have been in a position to exchange information with mutual benefit. Our Partners have supported BAPEN’s educational and promotional activities as well as being key players in the annual conference. This provides direct access to professionals who support patients and consumers. Our Partners bring to BAPEN a wealth of knowledge across all care settings.

**Gold partners**

Abbott Nutrition  
www.abbottnutritionuk.com

Fresenius Kabi  
www.2.fresenius-kabi.com

Baxter Healthcare  
www.baxterhealthcare.co.uk

Nutricia  
www.nutricia.com

**Silver partners**

Nestle  
www.nestle.co.uk
Bronze partners

B Braun Medical Ltd
www.bbraun.co.uk

Standard partners

Complan Foods Ltd

Merck Serono

Vitaflo Ltd

BUPA Home Healthcare
(formerly Clinovia)
Full Individual Membership of BAPEN

Most BAPEN members hold their membership because they are members of one of the BAPEN Core groups. These are:

- British Pharmaceutical Nutrition Group (BPNG)
- Parenteral and Enteral Nutrition Group of the British Dietetic Association (PEN Group)
- National Nurses’ Nutrition Group (NNNG)
- The Clinical Nutrition Theme of the Nutrition Society
- Patients on Intravenous and Nasogastric Nutrition Therapy (PINNT)
- BAPEN Medical

Members of the Core Groups are automatically individual members of BAPEN. They can upgrade to full membership for a small additional fee (currently £20 per year).

However, there are many professionals who may want to join BAPEN without being members of any of these groups. The category of Full Individual Membership exists for this purpose.

BAPEN needs new members to bring in new ideas and viewpoints and we are delighted to encourage this regardless of how they become members. At present we particularly want to support individual professionals in joining us and we have underpinned this by making the category rather more attractive than it has been up until now. There is, of course, nothing to stop members of Core Groups becoming Full Individual Membership of BAPEN as well – as indeed several people already are!

The benefits of becoming a full individual member are outlined below for your information. Please do not hesitate to get in touch with either the BAPEN Office or Tim Bowling, Hon Secretary, if you have any queries.

<table>
<thead>
<tr>
<th>Core Group Member – Individual member of BAPEN</th>
<th>Full BAPEN Member</th>
</tr>
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<tbody>
<tr>
<td>BAPEN Conference reduced delegate fee *</td>
<td>X</td>
</tr>
<tr>
<td>Eligible to vote at BAPEN AGM</td>
<td>X</td>
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<tr>
<td>BAPEN Regional meetings reduced delegate fee</td>
<td>X</td>
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<tr>
<td>BAPEN website members access</td>
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<tr>
<td>In Touch E News</td>
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<tr>
<td>In Touch print</td>
<td>X</td>
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<tr>
<td>ESPEN reduced membership fee</td>
<td>X</td>
</tr>
<tr>
<td>ESPEN reduced Congress fee</td>
<td>X</td>
</tr>
<tr>
<td>Personal copy of Clinical Nutrition (via ESPEN membership)</td>
<td>X</td>
</tr>
</tbody>
</table>
Why should I join ESPEN?

ESPEN is the European Society for Clinical Nutrition and Metabolism. It draws its membership from right across Europe and undertakes a wide range of activities.

All these initiatives are being led by international experts in the field who are committed to raising the profile of nutrition, developing the research programmes to underpin the need for nutritional intervention and providing the means to share the information necessary to improve clinical practice. It is not possible to describe them all here but they include:

* **The ESPEN Annual Conference** is one of the most prestigious meetings of its kind in the world. There are concurrent Scientific and Educational programmes to describe the latest advances in research and clinical practice. The programme is accredited through the European Accreditation in Continuing Medical Education initiative. The next meeting will be held in Nice, France from September 5th - September 8th 2010 and the preliminary programme is already on the ESPEN website - see below for the address.

* **The ESPEN Life Long Learning Programme** is an integrated approach to clinical nutrition using a mixture of web-based and taught modules. This is also formally accredited and is being developed into a Diploma course.

* **ESPEN Special Interest Groups** - these exist to ensure that researchers have an easily accessible forum within which to progress such topics as peri-operative nutrition, clinical trials, nutrition in the elderly, cachexia-anorexia in wasting disease, genomics and nutrition, and tracer methodology

* **ESPEN Clinical Nutrition Courses** - these are held each year at basic and advanced levels. They are interactive and enable delegates to form networks to advance their clinical practice.

* **ESPEN Journals** - there are now two journals:
  - Clinical Nutrition has an impact factor of 2.474 making it one of the leading scientific nutrition journals. There are also supplements to the journal.
  - e-SPEN is a web-based journal aimed at developing clinical practice

* **ESPEN Nutrition Day** - this is the largest study to be undertaken in Europe and it has been set up in response to the Council of Europe Resolution (2003) which described the importance of improving nutritional provision in hospitals. Nutrition Day has been running for two years and additional information is now being collected about nutrition in Intensive Care Units and Nursing Homes. The UK contact is Dr Jon Shaffer (Hope Hospital, Salford): you can e-mail him at jon.shaffer@srft.nhs.uk

* **ESPEN website** - this is being continually developed and is a leading source of information about clinical nutrition and metabolism. Why not visit www.espenblog.org?
What will it cost me?

Surprisingly little! There are three categories of membership:

* **“Block” membership** - you can join in this way by completing the form you will find in your delegate bag and sending it through to the BAPEN Office. This will cost you €70 (£70.00)

* **Individual membership** - you can join ESPEN directly via the website and this will cost you €100 (£100.00)

* **Junior membership** - to qualify for this category, you must be less than 32 years of age and you may be asked to verify this. The annual membership fee is €20 (£20.00)

What will I get by becoming a member?

You will be a member of a dynamic and enthusiastic organisation which is committed to developing and promoting all aspects of clinical nutrition and metabolism. In recognition of this you will receive the following benefits:

* 20% reduction on registration at the Annual Congress

* Free on-line subscription to Clinical Nutrition which is published every two months. If you become an individual member you will also receive hard copies of this “must have” nutritional publication.

* Free on-line subscription to the e-SPEN journal

* 30% discount on the acclaimed ESPEN textbook “Basics in Clinical Nutrition”

* Quarterly copies of the ESPEN Newsletter

* Access to research grants and other awards / travel fellowships

This represents excellent value for money - can you really afford not to join?
ESPEN
The European Society for Clinical Nutrition and Metabolism

BAPEN BLOCK MEMBERSHIP SUBSCRIPTION FORM
FOR ESPEN 2010

Please type or use block capitals

Surname ......................................................................................................................................

First Name ..........................................................................................................................

Title .....................................................................................................................................

Address ..................................................................................................................................

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Postcode ................................................................................................................................

Email ......................................................................................................................................

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ESPEN Membership No (if known) ......................................................................................

DOB .................................................................................................................................

(Please tick the appropriate box)

☐ Membership fee for 2009 including subscription to “Clinical Nutrition” is £70.00 (€70).

☐ Junior Membership fee for those under the age of 32 including subscription to “Clinical Nutrition” is £20.00 (€20).

Payment (Please tick appropriate box)

Important note: Please add the corresponding “Card Validation Code” (Cvc) or “Card Validation number” (Cvv) (Three last digits printed at the back of your card)

Credit Card:

☐ Maestro  ☐ Mastercard  ☐ VISA  ☐ Amex  ☐ Switch  ☐ Solo

☐ Cheque (payable to ‘BAPEN’)

Card No: /........./........./........./........./........./........./........./........./........./........./........./........./........./........./........./........./

Cvc/Cvv /........./........./........./........./........./........./........./........./........./........./........./........./........./........./........./........./

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Expiry date: /........./........./........./........./........./........./........./........./........./........./........./........./........./........./........./........./

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IMPORTANT

PLEASE RETURN BY 31st JANUARY 2010 AT THE LATEST TO ENSURE MEMBERSHIP

Please return the completed form (by mail) to:

BAPEN Office

Secure Hold Business Centre, Studley Road, Redditch – Worcs, B98 7LG
ADDITIONAL ROLES

INTOUCH EDITOR     Vera Todorovic

ESPEN LIAISON      Dr Jon Shaffer

BIFA (British Intestinal Failure Alliance)     Prof. Jeremy Powell-Tuck

NICE LIAISON       Dr Mike Stroud

NSW Chairman       Christine Russell
The responsibilities of BAPEN’s Marketing and Communications Manager is to:

1. Increase awareness of BAPEN and its aims and objectives by working with the professional and consumer media to secure coverage of the organisation itself

2. Focus on agreed proactive topics each year and to work with the professional and consumer media to secure coverage

3. Work with the organisations and individuals involved with BAPEN and to support them with media initiatives and enquiries

4. Create a media database for BAPEN of national and local media contacts

5. Deal with media enquiries as received.

If a BAPEN member receives a media enquiry about the organisation or one of its areas of interest, the following procedure is recommended:

1. Secure the name of the journalist, their title (e.g. Editor) and their publication or programme.

2. Get the journalist’s full contact details – telephone, fax and email if possible.

3. Gather as much information as possible regarding their enquiry, especially their angle or main theme

4. Ask for their deadline – it is important to find out when they need a reply.

5. Give the journalist Rhonda’s contact details including her mobile in case she is out of the office.

6. Contact Rhonda as quickly as possible and pass on as much information as you have been able to gather. Send an email to both her addresses with the detail. Media opportunities particularly with the national newspapers and broadcasters can be lost through slow response.

7. If the journalist is making enquiries also appropriate to your own workplace, contact your own in-house PR and media contacts as quickly as possible.
BAPEN Awards

John Lennard-Jones Medal

This award is presented by BAPEN “For outstanding work in clinical nutrition”

Recipients to date

- John Lennard-Jones 1995
- Ken Cottam 1998
- David Silk 1999
- Carolyn Wheatley 1999
- Pat Howard 2000
- Marinos Elia 2001
- Vera Todorovic 2003
- Christine Russell 2005
- Lynne Colagiovanni 2005

The John Lennard Jones Medal is the highest accolade that the Association can bestow. It is awarded only to individuals who have given significant and consistent contribution to BAPEN over many years. It relates specifically to BAPEN activities rather than the greater good of nutrition as a whole. It will often be awarded on retirement either from practice or from BAPEN. The award is the gift of Faculty, who will consider nominations from any of the membership. The award will not necessarily be restricted to one per annum and will not necessarily be awarded if, in the opinion of the Faculty, no suitable candidate is proposed. In order to avoid any suggestion of bias and conflict of interest, the decision of the Faculty, who act as an independent body, will be binding.

The medal will be publicly presented by a member of the Faculty at the Annual BAPEN meeting.

Applications should be 1 side of A4 from one proposer and one seconder who both must be full BAPEN members, giving reasons for the nomination and sent to the Chair of the Faculty (currently Prof David Silk) by the end of August, for consideration and bestowal at the Oct/Nov conference. Self-nominations are not permitted

The Chairman of the Faculty
Professor D.B.A. Silk
BAPEN Office
Secure Hold Business Centre
Studley Road
Redditch
Worcestershire B98 7LG

* The envelope should be marked – John Lennard-Jones Medal.
Roll of Honour

‘Roll of Honour’ was introduced in 2008. This is the gift of Council for any member who has given “over and above” for BAPEN in the preceding year. As a general principle just being a committee Chair or a member of Council, for example, will not necessarily be sufficient. BAPEN is very keen that individuals outside of Council are identified and rewarded, e.g. Regional Reps who have run a successful meeting. Nominations for the Roll of Honour need to be submitted to the Honorary Secretary by 31st August each year for consideration and bestowal at the October/November conference.

Life Membership

‘Life membership’ is a gift of the Association that is rarely awarded. There are only 3 recipients to date. This would only be considered for truly exceptional individuals. This does not have a regular nominations process, but any potential recipient would be considered on an ad hoc basis by the Executive and Council.

Recipients to date

Roll of Honour

- Ann Micklewright   2008
- Professor Jeremy Powell-Tuck   2008
- Christine Russell   2008
- Dr Barry Jones   2008
- Nicola Simmonds   2009
- Peter Austin   2009

Life Membership

- Professor John Lennard-Jones   2004
- Carolyn Wheatley   2007
- Professor Marinos Elia   2008
Pennington Lecture

Following the sad passing of Professor Chris Pennington in May 2002 during his chairmanship of BAPEN, a lecture was established in his memory. Each year at the annual conference an individual will be asked to present the ‘Pennington Lecture’. Selection will be highly individualised.

Speakers to date

2002 – BARRY JONES
“Recent Developments in the Provision of Home Parenteral Nutrition in the UK.”

2003 - DAVID SILK
“Chronic idiopathic intestinal pseudo-obstruction (CIIP): The remit of the clinical investigator, gastroenterologist, clinical nutritionist, pain relief expert or psychiatrist?”

2004 - SIMON ALLISON
“Integrated Nutrition”

2005 - MIKE STROUD
“From Ice to NICE – Lessons from Nutritional Extremes”

2006 - REBECCA STRATTON
“Malnutrition: another health inequality?”

2007 - ALAN JACKSON
“Counter-Intuitive Thinking in Nutritional Care”

2008 - JEREMY POWELL-TUCK
“Developments in Hospital Nutritional Support – a personal perspective”

2009 - CAROLYN WHEATLEY
“A Journey of Discovery”
Policies and Procedures

- BAPEN Equal Opportunities at Work Policy/Statement
- BAPEN Security Policy
- Order Form for BAPEN Publications

**BAPEN Equal Opportunities at Work Policy/Statement**

BAPEN operates an equal opportunities policy for membership in general and for any positions of responsibility within the organisation, and there is no discrimination on the grounds of sex, race or age.
INFORMATION SYSTEMS SECURITY & CONFIDENTIALITY POLICY

for

BAPEN
BRITISH ASSOCIATION FOR PARENTERAL AND ENTERAL NUTRITION

v1.1
5th July 2008
CHARITY OVERVIEW
The British Association for Parenteral and Enteral Nutrition is a charity whose objects are to advance clinical nutrition. This involves the relief of sickness as a result of malnutrition; education of health workers, patients, policy makers and the general public and research into clinical nutrition and human metabolism.

KEY APPOINTMENTS
BAPEN Officers
Honorary Chairman - Dr Mike Stroud
Honorary Treasurer - Dr Simon Gabe
Honorary Secretary - Dr Tim Bowling
Executive Officer - Mrs Andrea Cartwright
Executive Officer - Ms Rebecca White
Caldicott Guardian - Dr Simon Gabe

POLICY OBJECTIVES
The Objective of this policy is to establish and maintain both the physical and information security of BAPEN, including sensitive and confidential information, by:

- Ensuring that all Officers, Council members and those engaged by BAPEN to provide a service to the Association are aware of and fully comply with the relevant legislation as described in this and other documents.
- Describing the principles of security and explaining how they shall be implemented within the Charity.
- Introducing a consistent approach to security and ensuring that everyone understands their responsibilities.

SCOPE
This Information Systems Security Policy shall apply to:

(i) All companies or external organisations commissioned by BAPEN to develop or hold information collected by BAPEN.
(ii) All Officers, Council members and those engaged by BAPEN (including committee members and working party members) to provide a service to the Association.

RESPONSIBILITY FOR SECURITY
Overall responsibility for security rests with the Trustees of the Charity (Honorary Chairman, Honorary Treasurer and Honorary Secretary), but on a day-to-day basis this responsibility will be delegated to the company or external organisation holding the database(s).

All BAPEN officers, Council members, committee members, working party members, companies and external organisations are to comply with the requirement to maintain security and confidentiality. Failure to do so may result in removal from office within the Charity, disciplinary action or termination of the contract with the company or organisation, respectively.
This Information System Security Policy shall be maintained, reviewed and updated as directed by the BAPEN Caldicott Guardian.

BAPEN does not hold secure data itself, this occurs through third party companies or external organisations. Such companies or external organisations must have a security policy that is approved by BAPEN. Each company or organisation has a responsibility to comply with the security requirements that may be in force. Each company or organisation should strive to ensure that the confidentiality and integrity is preserved to the highest standard.

LEGAL REQUIREMENTS

BAPEN is obliged to abide by all relevant UK and European Union legislation. This requirement devolves to the Officers, Council members, employees of companies and external organisations who may be held personally responsible for any breaches. The legislation includes:

Data Protection Act

The provisions of this act relate to all personal data of living persons and covers:

(i) Fair and lawful obtaining of data

No person should be misled about the uses, potential or real, which may be made of the information they provide. Further guidance is available from the Data Protection Registrar’s office in a (free) booklet.

(ii) Purpose of Information

(iii) Use or Disclosure of Information

Information stored in any system shall be used and disclosed only in accordance with the Register Entry. Any breach of this principle may lead to prosecution of an individual, company or external organisation.

(iv) Limits of Stored Information

Consideration must be given to the adequacy and relevancy of information. It must be adequate for the purpose for which it is held but it must not be excessive.

(v) Accuracy

All reasonable steps must be taken to ensure that data is accurately captured and inputted to the appropriate system. In particular it must be updated to reflect the current situation.

(vi) Timeliness.

Information must not be kept longer than it is needed. This requires an adequate and efficient archiving strategy for each type of personal record on the system. The external organisation is responsible for devising and implementing such a strategy.

(vii) Security.

Appropriate security measures must be taken within any company or external organisation holding data on behalf of BAPEN to prevent unauthorised access to, alteration, disclosure or destruction of personal data in addition to accidental loss or destruction.

Copyright, Designs and Patents Act.

All computer software used on any automated information system within BAPEN and any company or external organisations contracted to BAPEN must be properly licensed.
The Computer Misuse Act.

(i) The purpose of this legislation is to ease the prosecution of persons who access systems when they are unauthorised to do so.

(ii) It is necessary to ensure that all members of staff understand the seriousness of accessing parts of any system to which they have not been given access rights. Notice is hereby given that BAPEN intends to pursue prosecution of those who set out deliberately to try to extend their legitimate scope of access for unauthorised purposes.

Health and Safety at Work Act.

Computers should be used in a manner that does not affect the user's health.

PERSONNEL SECURITY

Security Incidents

All security incidents are to be reported immediately to the Caldicott Guardian and BAPEN Trustees (Honorary Chairman, Honorary Secretary and Honorary Treasurer) using the Incident Report Form (see Annex A).

DATA IMPORT/EXPORT AND DISPOSAL

No data can be transferred to other companies or organisations with patient identifiable data or personal data, without the express permission of each owner of the data.

In the exception that financial, sensitive or patient identifiable data needs to be transferred across the internet or transported, then the media used (tapes/disks/memory drive) must be encrypted to the standard of encryption set in the Electronic Government Interface Framework (E-gif) Technical Standards Catalogue version 6.2 (http://www.govtalk.gov.uk/schemasstandards/egif_document.asp?docnum=957).

In brief summary, the NHS information governance data encryption algorithms currently applicable are:

- 3DES (168bit)
- AES 256
- Blowfish

These algorithms should be used with a recommended minimum key length of 256 bits where available. This is the standard we are moving towards and whilst tactical deployments of less robust encryption are acceptable for now this should be kept under review and stronger encryption introduced when practicable.

Where data is to be transferred across the internet or by removable media it is recommended that AES256 encryption is employed. This standard is available when using applications such as PGP or WINZIP version 9. With these products the data can be put into a Self Decrypting Archive (SDA) as the software that created the archive does not need to be installed on the recipients' computer. The pass phrase for the archive must be of an appropriate length and complexity. To ensure the safety of data in transit the pass phrase should be communicated to the recipient separately from the encrypted data so that the intended recipient is the only one able to decrypt the data.
All data that is transported on media must also be sent using a security firm, after approval from the BAPEN Caldicott Guardian.

Disks and tapes exported to other organisations must also be virus checked before despatch.

The following procedures should be followed when disposing of records and equipment:

- Hard disks will be physically broken.
- CD’s and Floppy Disks will be physically broken
- A shredder will be used when possible.
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