

**Secretariat meeting – Minutes and Actions**  
**Thursday 9<sup>th</sup> June 2016 10am-12pm**

**Present:** Alan Jackson (AAJ), Martin Wiseman (MJW), Steve Wootton (SAW), Millie Barrett (MB), Fiona Davey (FD)

**Apologies:** Lucy Allen (LA), Lauren Chapman (LC)

<b>Agenda</b>	<b>Notes and Actions</b>	<b>Owner</b>	<b>End date</b>
<b>Matters arising from previous meeting</b>	<p>From this point onwards, the Secretariat meetings will be formally minuted and once approved will be uploaded onto the Collaboration website. They will therefore form part of the formal record of the Collaboration's activities, in the interests of openness and transparency.</p> <p><u>NCRI Engagement and Conference presence:</u>            Following a useful meeting between members of the Collaboration and the Director of the NCRI, Karen Kennedy, discussions are ongoing and we have received forms from NCRI to fill in about how we might engage further with them. These forms have been forwarded to LA. It is agreed that we have a shared agenda with NCRI and it will be helpful to work together to achieve that.</p> <p><b>Action:</b> LA to fill in forms from NCRI.  <b>Action:</b> Engagement with NCRI to be put on agenda for June Steering Committee.</p> <p><u>Draft Business Plan</u>            No further action has taken place since the last Secretariat meeting. Discussion with NOCRI is needed to firm up the strategic framework for the future of the Collaboration.</p> <p><b>Action:</b> The draft business plan will be circulated to the Steering Committee for comment, after LA and MB make some minor changes and it is signed off by SAW.</p>	<p>MB</p> <p>LA MB</p> <p>LA, MB, SAW</p>	<p>Ongoing</p> <p>June 2016</p> <p>16.06.16</p>
<b>Toolkit and Professionals Survey</b>	<p>MB and FD updated the Secretariat with developments and progress on the survey. A document was circulated outlining the purpose and scope of the survey, as well as the major themes for analysis. The pilot process is ongoing and involves dietitians, surgeons, nurses and oncologists. A dissemination plan has been put together based on circulation via professional groups to their members, supplemented by extra efforts as and when required via work stream members.</p> <p>Discussion was held around whether the survey methodology is robust within a peer-review system, and it was felt that it is. NIHR and NOCRI Twitter feeds will form part of the awareness-raising process, with the aim of increasing response rates.</p> <p><b>Action:</b> Survey to be adapted in order to capture how the respondent accessed it, so that we can identify any variability</p>	<p>FD</p>	<p>June 2016</p>

	<p>in response associated with different ways of accessing it..</p> <p><b>Action:</b> After the pilot process is finished there will be a final sign-off from SAW and MJW before it goes out.</p> <p><b>Action:</b> Draft NIHR/NOCRI news story about the survey to be signed off by MJW.</p>	<p>FD</p> <p>MJW, FD</p>	<p>June 2016</p> <p>Done</p>
<b>PPI work stream</b>	<p>A discussion was held about what the first major activity of this work stream might be, bearing in mind the activities laid out in the NOCRI template. There are two activities proposed as important pieces of work the PPI group could develop: an exercise focused on asking patients what their priorities are for cancer-nutrition research; and secondly, an activity on patient engagement and participation in research, including the use of patient data. The latter is an ambitious activity that would require considerable expertise and planning. Protection of personal information and data is an important consideration. It was agreed that a discussion is needed with the PPI group as to what specific activities they might want to develop, after which time they would take the plan to the SC for approval.</p> <p>It was also noted that the PPI group has engaged well with the NCRI Consumer Group in the past and this is a promising avenue for further collaborative working.</p> <p><b>Action:</b> Lesley Turner and other PPI group members to be invited to a meeting with the Secretariat to discuss options.</p>	<p>MB</p>	<p>July 2016</p>
<b>Research work stream</b>	<p>The group was updated by AAJ on developments in this work stream. AAJ and Elio Riboli are working together with other colleagues from external institutions, within defined objectives for this year. Two grant applications are ongoing. If the proposals are successful they will contribute significantly to achieving ambitions for Phase 2 of the collaboration's goals, but with the recognition that many other important issues remain to be explored in Phase 3 and beyond.</p> <p><b>Action:</b> NOCRI template for Research work stream to be updated to include the enabling of collaborative grant applications, before being shared with the SC and uploaded onto the website.</p>	<p>MB</p>	<p>16.06.16</p>
<b>Engaging with industry work stream</b>	<p>This is NOCRI's area of expertise and we look to them to lead this activity. A discussion has been held between AAJ and Professor Nick Wareham, Director of the MRC Epidemiology Unit and of the Centre for Diet and Activity Research (CEDAR) in Cambridge. It was agreed that we wish to support and learn from the initiative undertaken by CEDAR about engaging with industry whilst recognizing that there are differences between food and public health research, and the work of the collaboration.</p> <p>Two further recent publications were discussed, one from the World Health Organization and one from the UK Health Forum, both about how to manage the conflicts and challenges of working with industry.</p> <p>The collaboration is now in a position to develop the</p>		

	<p>principles, activities and relationships related to this work stream. We look to the AfN to drive the wider engagement with industry from the nutrition profession viewpoint.</p> <p><b>Action:</b> To consider asking the AfN to set up a roundtable discussion with the relevant people from within and outside the collaboration. Before this, we need to map the opportunity, recognising that the strategy is not just about food and public health but also about patient care and many other interests.</p> <p><b>Action:</b> SAW will use LA's first draft strategy to draw up a 1-1.5 page concept note that will be agreed with MJW and tabled at the June Steering Committee.</p> <p>It was noted by the Secretariat that Mark Samuels, Director of NOCRI, will be attending the June SC meeting, and this presents us with a positive opportunity to reaffirm our relationship with NOCRI and develop future plans.</p> <p><b>Action:</b> AAJ to discuss with LA how best to approach the next SC meeting, especially in the light of LA impending maternity leave.</p>	<p>All</p> <p>SAW, MJW</p> <p>AAJ , LA</p>	<p>Sept/Oct 2016</p> <p>27.06.16</p> <p>27.06.16</p>
<p><b>Communications Strategy</b></p>	<p>MB introduced the draft Communications Strategy. Initial feedback is expected from NOCRI's Communications Manager Ellie Gadd and LA. The document is to be agreed by the SC and become a standing item on the SC agenda, with the accompanying action plan reported against at each meeting .</p> <p>The Secretariat agreed that the current draft is too ambitious and needs to be scaled back to focus on what can realistically be achieved in Phase 2. Internal communications should be the main priority, but having a strategy to deal with enquiries from external interested parties is also important. One of the key aims for Phase 2 should be to create an open and transparent system to work within, so that key information is available on the website.</p> <p>It was agreed to create a space where people can engage with each other to exchange ideas, in a way that does not have to be managed by us. This would be to fill a current gap in the cancer and nutrition research arena and complies with the overall strategic ambition of the collaboration.</p> <p><b>Action:</b> A pro forma should be developed that can be sent out to people who contact us, to find out what they expect from us, and what they can offer to the collaboration.</p> <p><b>Action:</b> The Communications Strategy to be scaled back as discussed, and circulated to the SC as a draft document for discussion at the next meeting.</p>	<p>MB</p> <p>MB</p>	<p>July 2016</p> <p>16.06.16</p>

<b>AMRC meeting and future plans</b>	<p>AAJ and LA recently had a positive meeting with the AMRC and agreed to work together to build a consortium of funders in the area of cancer and nutrition. LA is leading on this and is hoping to set up an event in September to bring funders together. The Project Team will be involved in helping set this up.</p> <p><b>Action:</b> LA to bring the Secretariat up to speed with plans and discuss resources needed.</p>	<p>LA</p>	<p>Ongoing</p>
<b>CRUK and ECMC Meeting</b>	<p>LA will be meeting Dr Fiona Reddington of CRUK and Aiofe Regan of the ECMC network next Wednesday 15<sup>th</sup> June.</p> <p><b>Action:</b> AAJ to prepare with LA for this meeting in advance.</p>	<p>AAJ and LA</p>	<p>15.06.16</p>
<b>Plans for next Steering Committee</b>	<p><b>Action:</b> The draft agenda is to be circulated on 16<sup>th</sup> June.</p> <p><b>Action:</b> Draft Business Plan and draft Communications Strategy will be circulated as attachments for comment. NOCRI templates will be circulated for agreement. Toolkit/Professionals survey will be circulated for information only. One page concept piece for engaging with industry will be tabled at the meeting.</p>	<p>MB</p> <p>MB</p>	<p>16.06.16</p>
<b>Dates of future meetings</b>	<p><b>Steering Committee:</b> 29<sup>th</sup> June at the Abbey Centre, London 13<sup>th</sup> September at Imperial College</p> <p><b>Secretariat:</b> 31<sup>st</sup> August</p> <p>Other meetings are in the process of being set up for December 2016 and March 2017 Steering Committees, and monthly Secretariat meetings in between.</p>		