



Secretariat meeting – DRAFT minutes and actions
Wednesday 19th October 2016, 10am-12pm

Present: Martin Wiseman (MJW), Alan Jackson (AAJ), Steve Wootton (SAW), Carrie Bolt (CB), Millie Barrett (MB)

Apologies: Fiona Davey (FD), Karla Duarte (KD), Jenny Cameron (JC)

Agenda item	Notes	Person responsible	Date due
Welcome and apologies	Apologies were noted from Fiona Davey, Karla Duarte and Jenny Cameron.		
Minutes and matters arising from the previous meeting (26.09.16)	<p>The meeting wished to formally note the passing of Ken Fearon, an authority on cancer cachexia and one of the authors of the recently published ESPEN guidelines on nutrition for cancer patients. Ken Fearon made significant contributions to the research and understanding of nutrition in cancer, and the Secretariat members wished to record their appreciation and sadness at his death.</p> <p>Dates for all Steering Committee meetings in 2017 should be scheduled now.</p> <p>Ensure NOCRI has input into the NCRI proforma before it is sent to them. Be clear about what we can do for NCRI and what NCRI can do for us. There are benefits to be found on both sides.</p> <p>ESPEN's guidance on nutrition in cancer patients was discussed, as the workshop to launch the guidance is taking place this weekend in Berlin. Philip Calder, Professor of Nutritional Immunology at the University of Southampton, is attending.</p> <p>It was noted that the guidance collates all cancers (both metabolic and wasting) into one broad category.</p> <p>Action: SAW to lead on a response to the ESPEN guidance that should reflect the collective views of the Collaboration. A draft to be circulated for the next Secretariat. This will then be an item for discussion at the December Steering Committee.</p> <p>Action: Circulate ESPEN guidance to all work stream members asking them to read it and comment, especially in relation to how it might influence their work plans. This will help prepare the ground for the Collaboration's focus post April 2017.</p> <p>Newsletter: This action from last time has not been completed and is postponed until the November meeting</p>	<p>MB</p> <p>MB/KD</p> <p>SAW</p> <p>MB</p> <p>MB</p>	<p>25.11.16</p> <p>4.11.16</p> <p>17.11.16</p> <p>24.11.16</p> <p>24.11.16</p>

	<p>Research work stream: this represents a considerable challenge because it encompasses such broad areas and people working in each area don't often come together. The work stream may look at breaking down into three component parts, see notes of main meeting.</p> <p>Requests for advice/expertise: the Collaboration is increasingly being asked for advice/input from researchers and others working in the field of cancer and nutrition. It is necessary for us to consider the best way to respond to these requests, in a sustainable and productive way. In particular in relation to buy-in from BRCs we need a process in place, as this is part of what the Collaboration has to offer them. Consideration should be given to how best to use the collaboration website to facilitate exchange of views and encourage contact making</p> <p>Action: Professor Jane Murphy to be thanked for her support given to Dr Tara Cheetham on a healthy eating intervention for cancer survivors.</p>	MB	Completed
Steering Committee Membership and ToR	<p>Now is an appropriate time to review membership of the Steering Committee, as we enter into Phase 3 (April 2017). If the Collaboration is successful in securing support from wider NIHR infrastructure, this should be reflected in the SC membership which must be fit for purpose.</p> <p>Action: New draft ToR for membership of the SC to be written, to reflect current and future work plan over the next five years.</p> <p>Updated membership should look to represent the different constituencies who bring different skills and expertise to the table.</p> <p>Action: The About Us section of the Collaboration website needs updating.</p>	MJW MB/FD	14.12.16 14.12.16
Strategic Planning	<p>BRC Directors meeting: Directors of all new BRCs will be invited to a meeting in mid-late February, to discuss how they might work with us in the future to deliver the NIHR's translational research agenda.</p> <p>We wish to engage with all BRCs, not just those with a cancer or nutrition theme, as even without one of these explicit themes, the work may still relate to our agenda. AAJ aims to attend the meeting of current BRC Directors on 16th November, and will have our Strategic Plan 2017-2022 and supporting document to give them.</p> <p>The meeting in mid-late February will be a half day, the primary function is a call for support. The programme will include: who we are, why the Collaboration exists, the patient need and the clinician need, our future plans and why we are looking to BRCs for support.</p> <p>This activity is against the backdrop of the OSCHR review</p>		

	<p>of nutrition research across England, and the lack of coherence or structure therein. The Collaboration offers a worked example that could apply to other areas such as dementia etc.</p> <p>Action: Email to BRC Directors to go out from AAJ inviting them to the meeting. If Directors cannot attend they will be asked to nominate a suitable representative.</p> <p>Funding beyond April 2017: CB reported that she recently presented her report to the BRC Executive Board. Members of this Board are keen to see the Collaboration's Business and Strategic Plans. It was noted that these are available to the BRC via Karen Phekoo who is copied into all correspondence at both Secretariat and Steering Committee levels. Action: Copies of documents to be sent to CB for circulation within Southampton BRC.</p> <p>End of Phase 2 report: A report at the end of Phase 2 is required, to summarise what has been achieved in Phase 2 and looking forward to deliverables for Phase 3. It should be in the same format as the Phase 1 report, but perhaps only as an e-report rather than a hard copy. Action: Phase 2 report to be signed off at March 2017 Steering Committee.</p>	<p>28.10.16</p> <p>MB</p> <p>MJW/AAJ</p>	<p>MB</p> <p>5.11.16</p> <p>22.03.17</p>
<p>Work stream updates</p>	<p>Joint Meeting feedback: On 12th October a joint meeting took place between the Professionals and Toolkit work streams. This was not a business meeting, but good engagement took place between the two groups and it was a valuable day. Work stream members took ownership of the Clinicians' survey results and presented initial findings, discussion took place as to further action required to complete survey analysis. It was noted that there are different interpretations of what constitutes "evidence" in terms of cancer and nutrition, and this is something the Collaboration may need to explore further. Positive feedback was received from those attending, and many people commented that it would also be useful to meet with the other work streams as well. Action: A report including slides and action points from the Joint Meeting will be circulated and put on the Collaboration website.</p> <p>PPI: A TC took place at the end of September and the group is considering a piece of work looking into nutritional care for cancer patients in the private sector. The purpose of this would be to scope what the differences are in terms of care. The PPI group also discussed whether their members will in future be more valuable in offering help to</p>	<p>MB</p>	<p>4.11.16</p>

	<p>other work streams rather than the PPI group continuing to operate as a stand alone work stream.</p> <p>Research: A TC is taking place on 20th October to discuss the work stream being split into three smaller groups each with different research focus. AAJ is continuing to lead this group but now that Karen Brown is back it is intended she will be re-engaged as leader of one of the new groups.</p> <p>Richard Skipworth: The Collaboration has been contacted by this Consultant Upper GI and General Surgeon from Edinburgh who would like to become involved in the Collaboration. Mr Skipworth is involved in research into cancer cachexia, and will hopefully join either the research or industry work stream. Action: Follow up contact with Mr Skipworth after research TC this week.</p>	MB	3.11.16
Charity Consortium of Funders	A second workshop is being planned by NOCRI and MRC-T. The Collaboration is managing invites and will be meeting with NOCRI soon to discuss next steps.		
NCRI Engagement Update	<p>The draft proforma had been circulated, some comments were made and a new version will be circulated to all Secretariat members for comment before being sent to NCRI.</p> <p>Action: NCRI proforma to be sent.</p>	MB	26.10.16
Dates of future meetings	<p>Thursday 24th November</p> <p>No meeting in December.</p> <p>Meetings for January, February, March 2017 being set up</p>		
AOB	National Office for Nutrition to be added as a standing item to the agenda.		